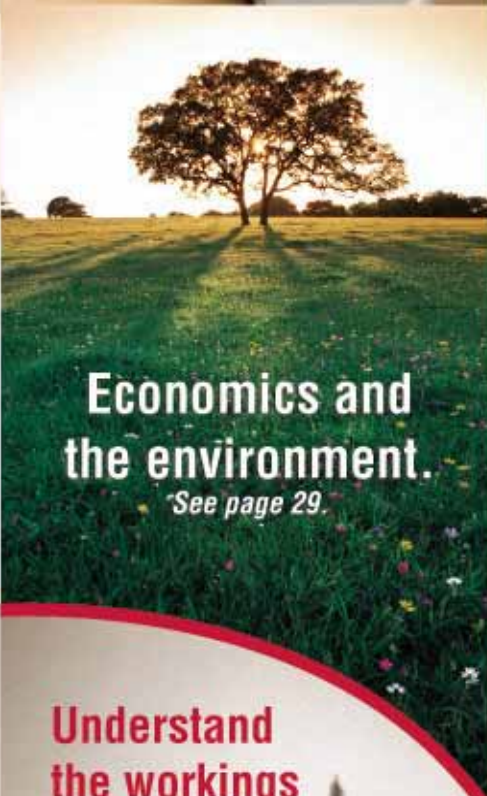


Learn to
create
your own
Podcast.
See page 22.



Economics and
the environment.
See page 29.

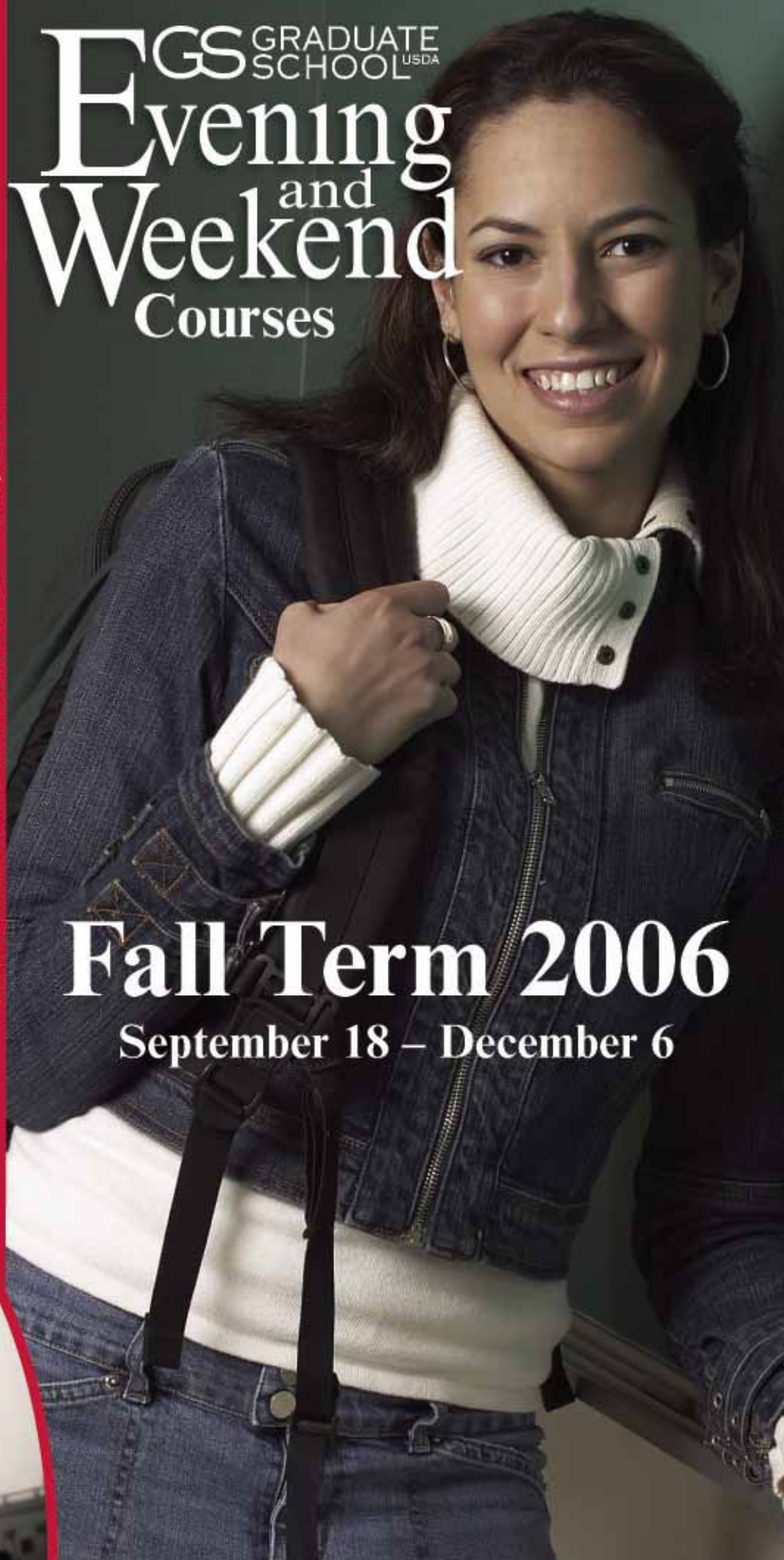
Understand
the workings
of Congress.

See page 30.



EGS GRADUATE SCHOOL USDA
**Evening
and
Weekend
Courses**

NEW THIS FALL AT THE GRADUATE SCHOOL, USDA



Fall Term 2006

September 18 – December 6

Important Deadline Reminders

It is recommended that you **register** at least two to three weeks in advance of the class start date to ensure that a space is open and that the class has not closed. Popular classes may close even earlier than this timeframe so please try to pre-plan your registration accordingly.

You may transfer from one course to another only within the same term and only through the second week of class, provided space is available.

Key Term Dates

Fall 2006 Term

Registration begins July 5
Courses start the week of September 18

Holiday, No Class

Saturday, October 7 – Monday, October 9
Saturday, November 11
Wednesday, November 23 – Saturday, November 25

Winter 2007 Term

Starts the week of January 22nd

Contact Information

Registrar's Office

Customer Service Center

(202) 314-3320 or (888) 744-4723
customerservicecenter@grad.usda.gov or
registrar@grad.usda.gov

ADA Requests

(202) 314-3320 or TDD (202) 314-3619

Certificate Counselor

(202) 314-3341 or certificates@grad.usda.gov

Withdrawals & Refunds

(202) 314-3320 or (888) 744-4723
registrar@grad.usda.gov

Fax for Registrar's Office/Customer Service Center

(202) 479-6843 or (866) 329-4723

Registrar's Mailing Address

Graduate School, USDA
Registrar – Suite 120
600 Maryland Avenue SW
Washington, DC 20024-2520

Weather & Emergency Updates

(202) 314-3320

Evening Programs Staff Mailbox

evening@grad.usda.gov

Evening & Weekend Programs Web site

www.grad.usda.gov/evening

New This Fall

Quicken 2006

English as a Second Language: Communication Skills II
English as a Second Language: Communication Skills III
English as a Second Language: Communication Skills IV
English as a Second Language: Communication Skills V
Advanced English Conversation
TOEFL Preparation
Creating a Podcast
Pre-Calculus
Environmental Policy and Politics
Understanding Congress
Environmental and Natural Resources Economics
American Nature Literature
Sustainable Development
Practical Writing II

FALL 2006 COURSES

TABLE OF CONTENTS

Business and Management 2

Accounting	2
Financial Management	3
Human Resources	3
Management	4

Communications, Editing and Writing .. 4

Communication Skills	4
Editing	4
English	5
Writing	5

Foreign Languages 6

Arabic (Modern Standard)	6
Chinese (Mandarin)	7
English as a Second Language	9
French	9
German	11
Greek (Modern)	11
Hindi	12
Italian	12
Japanese	12
Korean	13
Portuguese (Brazilian)	13
Russian	13
Spanish	15
Turkish	17

Photography..... 18

Information Technology 19

Computer Literacy	19
CompTIA	19
Adobe	20
Internet	20
Macromedia	22
Microsoft Office Products	22
Microsoft Operating Systems	23

Mathematics and Statistics 24

Mathematics	24
Statistics	24

Natural Sciences 25

Environmental Studies	25
Horticulture and Landscape Design	25
Natural History Field Studies	26

Paralegal Studies..... 28

Social Sciences 29

Economics	29
Political Science	30

Test Preparation..... 31

GMAT, GRE, LSAT, TOEFL	31
------------------------------	----

General Information..... 32

Bookstore	37
Certificate Programs	37
Classroom Building Locations	40
Contact Information	32
Course Materials Order Form	39
Credits	35
General Policies	32
Index	41
Map	40
Payment	32
Registration Form	38
Registration Information	33

**Register early for
best course selection
and availability.**

*\$10 discount on all registrations
received by August 26, 2006!*

BUSINESS AND MANAGEMENT

ACCOUNTING

Financial Accounting for Business Students

ACCT1110E Tuition: \$375 2 Credits

Start with basic accounting concepts and quickly enter the areas of corporate and partnership entities. Acquire the skills to analyze financial statements and explore the connection of accounting to current business news. This course is intended for students who are preparing to enter graduate business school and already understand the details of accounting covered in a beginner's course.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Introduction to Accounting

ACCT0099E Tuition: \$375 2 Credits

Measure your aptitude and interest in the field of accounting. Increase your understanding of fundamental accounting principles, including identifying and recording business transactions and learning techniques for double-entry accounting.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Principles of Accounting I

ACCT1104E Tuition: \$375 2 Credits

Strengthen your knowledge of the accounting cycle. Understand its completion and the process for generating important statements detailing a company's financial stability. Discover how the collected information from merchandise and cash transactions, accounts receivable and accounts payable, merchandise inventory, and deferrals and accruals is used in the development of financial statements and the procedures for periodic reporting. [ACE College Credit Recommendation Service reviewed.](#)

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 9 a.m.–noon
LOCATION: Capital Gallery

Principles of Accounting II

ACCT1105E Tuition: \$375 2 Credits

Gain extensive insight into accounting principles for partnership corporations. Understand the uses of asset valuation, systems and effective internal controls. Acquire skills in system design, formation, income measurement and liquidation. Further discussion focuses on organization and operation of corporations, stockholders' equity, earnings and dividends. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Principles of Accounting I (ACCT1104E), or equivalent.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Intermediate Accounting I

ACCT2206E Tuition: \$375 2 Credits

Master costing systems for different departments and branches of business operations. Understand the uses of branch accounting, including how income taxes can affect your business decisions. Use cost and revenue relationships to help make management decisions. Gain skills in developing management reports, doing special analyses and generating statements of changes in a financial position. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Principles of Accounting III (ACCT1106E), or equivalent.

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.
LOCATION: Capital Gallery



Quicken 2006

COMP7500E Tuition: \$195 0.9 CEU

Discover how to track and manage your personal finances using Quicken 2006. Learn how to track different types of accounts, manage transactions, create budgets, produce reports and graphs, as well as how to back up and protect Quicken data. Course material is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

September 21 – October 5, 2006 Th 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Certificate of Accomplishment in Accounting

ACCT3300E

Learn the terms, principles, systems and methods of analysis required to become a professional accountant, bookkeeper or budget analyst. This certificate program offers a range of courses from basic to advanced accounting. View more information on required courses and other details on this certificate program at www.grad.usda.gov/certificates.

FINANCIAL MANAGEMENT

Personal Finances: Asset Accumulation and Management

FINC7050E Tuition: \$255 1.5 CEU

Learn how to accumulate, organize and manage a variety of investment assets in this comprehensive introduction to personal investment planning. Gain insight on using investments efficiently to maximize your returns. Examine market risk versus investment return trade-offs. Conduct effective research to choose stocks, bonds and mutual funds. Understand the advantages and disadvantages of various investment strategies and discuss the implications of economic and business conditions for investment planning.

September 19 – October 17, 2006 Tu 6 p.m.-9 p.m.
LOCATION: South Agriculture

HUMAN RESOURCES

Developmental Internship (Supervised Application)

PERS5599E Tuition: \$355 4 Credits

Observe and participate in the work of experienced Human Resource (HR) professionals. This developmental internship offers an opportunity to apply the skills learned in the personnel certificate program. A typical internship includes 40 hours, either full-time or part-time, in an agency HR department. A member of the HR faculty helps you set up an internship, monitors your accomplishments and evaluates your performance.

September 18 – November 27, 2006
LOCATION: By Appointment with Instructor

Employee Relations

PERS2220E Tuition: \$355 2 Credits

Learn how to handle the delicate issues involved in successful employee relations. Address issues faced by employee relations specialists, including grievances, Equal Employment Opportunity/Affirmative Action matters, merit pay, labor relations, disciplinary actions, employee benefits and investigations of complaints.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Federal Human Resources Management

PERS1130E Tuition: \$355 2 Credits

Examine the principles, procedures, rules, regulations and organization of federal human resources management. Discuss issues relating to merit system principles, major personnel laws and the personnel organizations of the federal government; position classification and pay administration; federal personnel employment, recruitment, selection and placement; performance appraisal and recognition; training and development; terminations, discipline and adverse actions; appeals and grievances; federal labor management relations; employee responsibility, conduct and political activity; employee benefits; and future trends, issues and concerns in public personnel management. This hybrid course meets in-class five times; activities between meetings are conducted online via the Blackboard platform; the first session meets in the classroom.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Certificate of Accomplishment in Personnel Administration

PERS3300E

Learn a variety of traditional and innovative techniques (including online strategies) for recruiting and attracting qualified and diverse candidates to your organization. Explore job interviewing methods and practice various models for job analysis and conducting candidate evaluations. Enhance your understanding of the federal employment laws such as Title VII of the Civil Rights Act, as amended, Equal Pay Act, Rehabilitation Act and Americans with Disabilities Act. ACE College Credit Recommendation Service reviewed. View more information on required courses and other details on this certificate program at www.grad.usda.gov/certificates.

With Ace College Credit Recommendation Service reviewed courses you can earn college credit. See www.grad.usda.gov/ACE for more information.

MANAGEMENT

Administrative Procedure

MGMT1108E Tuition: \$355 2 Credits

Cultivate the leadership and interpersonal skills necessary for effective office administration. Explore the basics of administrative planning and procedures for supervisory or administrative assistant positions. Examine planning, organizing, controlling, staffing and directing. Additional topics include the fundamentals of personnel administration and requirements for motivation and competent supervision. **ACE College Credit Recommendation Service reviewed.**

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Establishing and Operating a Small Business

MGMT2223E Tuition: \$355 2 Credits

Gain an understanding of the environment in which small businesses and their owners operate. Discuss types of ventures, financial planning and organization. Learn procedures for forming a corporation, selecting a location and determining facility requirements. Analyze marketing, cost control, and legal and government issues. This course is designed for the beginning entrepreneur and those wanting to start a small business.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Project Management

MGMT1120E Tuition: \$355 2 Credits

Acquire skills needed to organize and complete complex and challenging tasks. Learn the basic steps to managing projects through the use of case studies and team simulations. Master the use of project organization, work breakdown structures, scheduling, PERT analysis and cost estimating. Gain an understanding of how work groups communicate and how to effectively handle project breakdowns. Learn to conduct project reviews, presentations and closure. **ACE College Credit Recommendation Service reviewed.**

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

COMMUNICATIONS, EDITING AND WRITING

COMMUNICATION SKILLS

Public Speaking

SPCH1151E Tuition: \$355 2 Credits

Develop the self-confidence and skills needed for effective public speaking. Learn the basic steps for preparation and delivery of successful short speeches. Improve your delivery skills through practice speaking publicly and receive feedback in a supportive environment. Instructor addresses individual needs and issues. **ACE College Credit Recommendation Service reviewed.**

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

EDITING

Practice in Editing

EDIT3320E Tuition: \$355 2 Credits

Receive hands-on experience organizing, revising and editing documents. Learn to produce crisp, clear and concise memos, letters, reports, feature articles and news stories. Students review usage and style techniques to make their copy sparkle.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Proofreading

EDIT1170E Tuition: \$355 2 Credits

Learn to comprehend and apply proofreading techniques in order to recognize and correct errors, including spelling, punctuation, capitalization, number notation, abbreviations and word division. Proofreading of narrative text, graphics and tabular materials will be explored, in addition to critical review for technical quality. **ACE College Credit Recommendation Service reviewed.**

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Certificate of Accomplishment in Editorial Practices

EDIT3300E

Explore the entire publication process from story idea to print. This certificate program offers students a specialty in editing and provides a solid foundation in current practices in the field. Editing principles, printing, layout and design, proofreading and writing skills are developed. View more information on required courses and other details on this certificate program at grad.usda.gov/certificates.

ENGLISH

Communication

ENGL1120E Tuition: \$355 2 Credits

Improve your oral and written communication skills for business and private use. Focus on developing strong organization and clear, correct presentation of ideas. Understand how to apply these skills to a variety of speaking and writing situations. Become aware of the nonverbal and perceptual aspects of effective interpersonal communications. Learn successful expressions of intent and how to speak to or write for a specific audience.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

WRITING

Essential Writing

WRIT7070E Tuition: \$275 1.2 CEU

Improve the accuracy and clarity of your basic writing. Explore the basics of English grammar and work up to analyses of more complicated structures. Students are required to complete numerous exercises and occasionally to write sentences that illustrate grammatical principles. This course is intended for those seeking to improve their basic writing skills and build a foundation for writing success.

September 23 – October 21, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery

Grant Writing

WRIT3321E Tuition: \$355 2 Credits

Become familiar with the different formats for government, private industry and nonprofit business proposals. Analyze procedures and processes for developing and preparing grant proposals and identify funding sources. Grant components, including statements of objectives, budgets, capability statements, narratives and evaluation methods, are explained and samples of various formats are critiqued and reviewed.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Practical Writing I

WRIT1110E Tuition: \$355 2 Credits

Improve your professional and personal writing by understanding and building upon basic skills. This course provides a concise review of basic grammar and techniques to improve accuracy and clarity in writing, as well as the organization of ideas, word choice, paragraph structure and planning a paper.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: South Agriculture

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery



Practical Writing II

WRIT2110E Tuition: \$355 2 Credits

Further develop the skills learned in WRIT1110 and build writing proficiency, competence and confidence. Discover writing as a process, from understanding the audience and purpose of the document to exploring ideas and information, composing, revising and editing. Types of practical writing covered may include professional memos and e-mail, newsletters, brochures, short reports, etc.

Prerequisite: Successful completion of WRIT1110 course or university-level equivalent (no exceptions).

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: South Agriculture

TEXTBOOKS

*For all your book information
and ordering, visit
www.grad.usda.gov/books
or call (800) 466-1365.*

Screenwriting

WRIT3301E Tuition: \$355 2 Credits

There is a saying in the film industry: "It all starts with a great script." Learn the basics of good screenwriting. Develop storytelling techniques and find personal styles within the format of the screenplay. Class activities include the art of eavesdropping, characters and their arcs, and analysis of at least one film and its script. The class concludes with advice on submitting a script for either film or television.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Technical Writing

WRIT3305E Tuition: \$355 2 Credits

Learn to target an audience, work with technical data, edit, make documents more readable, handle review cycles and get approvals. Become familiar with testing and feedback mechanisms, publication standards and specifications, project management and scheduling, and handling multiple tasks. The course emphasizes types of documents that participants work with in their jobs. Exercises in rewriting documents and creating new materials are assigned.

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Writing for Public Relations and Marketing

WRIT1105E Tuition: \$355 2 Credits

Learn to design and develop persuasive promotional pieces targeted to a wide range of audiences. Draft an array of strategic documents including promotional speeches, ghostwriting, positioning brochures, newsletters and by-lined feature articles suitable for newspaper and magazine placement.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Writing Plain Language for the Government

WRIT1120E Tuition: \$355 2 Credits

Learn to write professional documents in plain language by eliminating unnecessary words and phrases, avoiding technical language, using the active voice and writing short sentences. You also explore processes used in assembling and analyzing information, writing outlines and rough drafts and refining final reports. Master clear writing for a specific audience and the art of revision to achieve your writing purpose. **ACE College Credit Recommendation Service reviewed.**

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.
LOCATION: South Agriculture

FOREIGN LANGUAGES

ARABIC (MODERN STANDARD)

Introductory Arabic I

ARAB1151E Tuition: \$355 2 Credits

Develop your oral-aural skills and learn the sounds of the Arabic language through script and simple dialogue work. By the end of the term you will be able to engage in simple conversations and read and write Arabic script.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 1 p.m.–4 p.m.
LOCATION: Capital Gallery

Introductory Arabic II

ARAB1152E Tuition: \$355 2 Credits

By being introduced to more basic structures of the Arabic language, students learn how to construct sentences, paragraphs and dialogues for simple communication.

Prerequisite: Introductory Arabic I (ARAB1151E), or equivalent.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 9 a.m.–noon
LOCATION: Capital Gallery

Introductory Arabic III

ARAB1153E Tuition: \$355 2 Credits

This course is designed for students that have recently completed at least one semester of college-level Arabic. Students will learn to correctly use present, past and future tenses, along with more complex vocabulary and grammar.

Prerequisite: Introductory Arabic II (ARAB1152E), or equivalent.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Introductory Arabic IV

ARAB1154E Tuition: \$355 2 Credits

Concluding the introductory year of Arabic, students will learn to read Arabic script with greater ease, increase their knowledge of Arabic culture and engage in more sophisticated conversations using increasingly complex vocabulary and grammar.

Prerequisite: Introductory Arabic III (ARAB1153E), or equivalent.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Intensive Arabic I

ARAB2205E Tuition: \$695 4 Credits

Designed for students with no prior knowledge of Arabic, this course combines the content from Introductory Arabic I (ARAB1151) and Introductory Arabic II (ARAB1152), allowing students to learn the language in a short time. Through interactive exercises and discussions, students learn to read and write Arabic script, and construct sentences, paragraphs and dialogues for simple communication. No prior knowledge of Arabic required.

September 18 – December 4, 2006 M/W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Intermediate Arabic I

ARAB2210E Tuition: \$355 2 Credits

This course emphasizes oral communication while reviewing basic skills and increases the student's ability to understand and effectively converse in Arabic. By being introduced to new vocabulary in context, students learn to read simple Arabic passages and write short paragraphs.

Prerequisite: Introductory Arabic IV (ARAB1154E), or equivalent.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Intermediate Arabic III

ARAB2212E Tuition: \$355 2 Credits

Students will practice oral communication and build proficiency in listening and speaking skills. They will be introduced to new vocabulary and continue to read simple Arabic passages and write short paragraphs.

September 21 – November 16, 2006 Th 6 p.m.-9:20 p.m.
LOCATION: Capital Gallery

CHINESE (MANDARIN)

Introductory Chinese I

CHIN1151E Tuition: \$355 2 Credits

Intended for students with little or no prior knowledge of Chinese, this course utilizes both Pinyin and simplified Chinese characters to introduce students to the Chinese script. With a focus on grammar, reading and writing, students create a foundation for speaking and understanding basic Mandarin Chinese.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery

Introductory Chinese II

CHIN1152E Tuition: \$355 2 Credits

Designed for students with a basic knowledge of the language, this course develops oral and reading skills, and builds vocabulary through writing exercises. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introductory Chinese I (CHIN1151E), or equivalent.

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery

Introductory Chinese III

CHIN1153E Tuition: \$355 2 Credits

With an emphasis on reading and writing, students continue to develop comprehension, speaking and grammar, while reviewing previously learned skills. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introductory Chinese II (CHIN1152E), or equivalent.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

GUIDE TO LEVEL OF LANGUAGE COURSES

Course	Course Code(s)	Difficulty Level	College Level Equivalent (1st, 2nd, 3rd or 4th year)
Conversational Courses	1110-1114 series	Beginner	First
Introductory Courses	1151-1154 series	Beginner	First
Intensive Courses	2205	Beginner	First
Intermediate Courses	2210-2212 series	Intermediate	Second
<i>Conversaciones En Español</i>	SPAN3310	High Intermediate	Second
Advanced Courses	2250-2253 series	Advanced	Third
<i>Contemporary Russia</i>	RUSS4422	High Advanced	Fourth
Review Level I*	1161 courses	Beginner	First
Review Level II*	1162 courses	Intermediate	Second
Review Level III*	1163 courses	Advanced	Third

* Please review the individual course prerequisites for each review-level course.

WHAT IS THE DIFFERENCE BETWEEN CONVERSATIONAL AND INTRODUCTORY COURSES?

All conversational and introductory courses are beginner-series courses and use two different approaches to study a new language.

	Conversational Courses (1110-1114 series)	Introductory Courses (1151-1154 series)
Course Goal/Objectives	To speak the new language with ease	Foster knowledge of the various forms of the language and their correct use
Emphasis Area	Stress functional, spoken communication	Stress grammatical structures along with speaking, reading and writing
Reading and Writing	Included, and grammar is taught as needed	Included, as well as speaking and listening exercises

Intermediate Chinese I

CHIN2210E Tuition: \$355 2 Credits

Learn the simplified Chinese texts that reflect aspects of Chinese culture and build on the foundations established in the basic courses. Students also strengthen skills in sentence structure and conversational vocabulary relevant to contemporary daily life in China. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Chinese III (CHIN1153E), or equivalent.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

ENGLISH AS A SECOND LANGUAGE



English as a Second Language: Communication Skills II

ESOL1121E Tuition: \$355 2 Credits

This low-intermediate course is for those who already have some knowledge of basic language skills in English. Begin to use slightly more complex grammatical and syntactical elements and a variety of useful vocabulary. Build on your existing knowledge to communicate better in English. All four communication skills (listening, speaking, reading and writing) are practiced in a realistic context and include discussions of the culture.

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery



English as a Second Language: Communication Skills III

ESOL1122E Tuition: \$355 2 Credits

This course, designed for students at the intermediate level, emphasizes complex and contrasting vocabulary, verb tenses and idiomatic expressions. Activities emphasize all four communication skills (listening, speaking, reading and writing) and culture.

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery



English as a Second Language: Communication Skills IV

ESOL1123E Tuition: \$355 2 Credits

This is an advanced language course. Emphasis is on communication using more complex structures and verb tenses. A variety of language activities develops the participants' effectiveness in all four skills (listening, speaking, reading and writing).

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery



English as a Second Language: Communication Skills V

ESOL1124E Tuition: \$355 2 Credits

This is a very advanced language course. Emphasis is on communication using complex structures and verb tenses. A variety of language activities helps the participant master English-speaking skills while strengthening writing and reading.

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery



Advanced English Conversation

ESOL1129E Tuition: \$355 2 Credits

This course provides an opportunity for participants to improve their English conversation skills through formal, directed discussions. Weekly conversations focus on different topics, including current events, U.S. culture, the arts, social issues, travel and more. A variety of conversation-eliciting techniques is used. Grammar is taught as needed.

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery

FRENCH

Conversational French I

FREN1110E Tuition: \$355 2 Credits

Designed for students with little or no prior knowledge of the language, this course emphasizes oral communication and everyday vocabulary, while practicing reading, writing and basic grammar. **ACE College Credit Recommendation Service reviewed.**

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery

Not sure which level is right for you?
Online placement tests are available
for French, German and Spanish.

[www.grad.usda.gov/
placement](http://www.grad.usda.gov/placement)

Conversational French II

FREN1111E Tuition: \$355 2 Credits

Designed for those with some basic knowledge of the language, students review grammar and practice in conversation to improve vocabulary and fluency. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational French I (FREN1110E), or take the online placement test.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 9 a.m.–noon
LOCATION: Capital Gallery

Conversational French III

FREN1112E Tuition: \$355 2 Credits

Intended for those with at least one semester of recent college French, this course helps you achieve greater competency in spoken French. Learn to use relatively complex patterns and vocabulary to express elaborate concepts in French. Cultural lessons and discussions will help you relate with greater ease to contemporary French and Francophone culture. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational French II (FREN1111E), or take the online placement test.

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Intermediate French I

FREN2210E Tuition: \$355 2 Credits

Intended for students who have recently completed at least one year of college-level French, this course will provide students with greater proficiency in speaking, writing, reading, and translating French, along with a broader understanding of French culture. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Conversational French III (FREN1112E), or take the online placement test.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: South Agriculture

Intermediate French II

FREN2211E Tuition: \$355 2 Credits

This high-intermediate level French course will introduce students to increasingly complex grammatical structures and introduce contemporary French vocabulary reflecting topics such as French society, politics, economics and culture.

Prerequisite: Intermediate French I (FREN2210E), or take the online placement test.

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Advanced French I

FREN2250E Tuition: \$355 2 Credits

This high-level course features extensive reading of more advanced texts and literature as well as articles from French magazines and newspapers. Students also write and present brief compositions and translations.

Prerequisite: Intermediate French II (FREN2211E), or take the online placement test.

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

French Review Level I

FREN1161E Tuition: \$355 2 Credits

This course is designed for those who have recently completed the first year of college French and want to review the basics. You will cover fundamental grammatical concepts, everyday vocabulary and common idioms to provide a firm basis to advance to higher levels. This course includes written exercises, simple text reading, oral drills and beginning-level conversation in French.

Prerequisite: Recent completion of one year of college French, or equivalent.

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.
LOCATION: South Agriculture

French Review Level II

FREN1162E Tuition: \$355 2 Credits

Designed for those who have recently completed two years of college French, this course covers more advanced grammatical concepts, sophisticated vocabulary and less-common idioms to help students advance to higher levels. Designed for those who have studied intermediate-level French and want to review their skills, this second French review course includes more challenging written exercises, text reading, oral drills and high-intermediate level conversation in French.

Prerequisite: Recent completion of two years of college French, or equivalent.

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

**Not sure which level is right for you?
Online placement tests are available
for French, German and Spanish.**

**[www.grad.usda.gov/
placement](http://www.grad.usda.gov/placement)**

GERMAN

German for Reading Knowledge I

GERM1115E Tuition: \$355 2 Credits

Designed for those who need to read advanced general and technical material in German for professional, personal or test situations, this course introduces students to relatively difficult texts in specific disciplines. With the aid of a dictionary, students learn to recognize basic and more complex grammatical structures. Some background in German is helpful but not necessary. [ACE College Credit Recommendation Service reviewed.](#)

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Introductory German I

GERM1151E Tuition: \$355 2 Credits

Focus on grammar, reading and writing skills, everyday vocabulary, and conversation to enhance speaking and comprehension skills. This course is designed for students with little or no prior knowledge of the language. [ACE College Credit Recommendation Service reviewed.](#)

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Introductory German II

GERM1152E Tuition: \$355 2 Credits

For the beginner with some formal elementary-level experience with the German language, students continue to work on grammar and build on oral, reading and writing skills. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introductory German I (GERM1151E), or take the online placement test.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: South Agriculture

Intermediate German I

GERM2210E Tuition: \$355 2 Credits

For students with a firm knowledge of elementary level German, this low-intermediate course introduces increasingly complex vocabulary structures and vocabulary, while improving students' ability to communicate freely in oral and written German. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisites: Introductory German III (GERM1153E), Conversational German III (GERM1112E), or take the online placement test.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: South Agriculture

German Review Level I

GERM1161E Tuition: \$355 2 Credits

Receive a firm basis from which to advance to higher levels. Designed for those who have recently studied at least one year of college German and want to review the basics, this course incorporates basic grammatical concepts, everyday vocabulary and common idioms. The course also includes written exercises, simple text reading, oral drills and beginning-level conversation in German.

[ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Recent completion of one year of college German.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

GREEK (MODERN)

Introductory Greek I

GREE1151E Tuition: \$355 2 Credits

With an emphasis on vocabulary and an introduction to basic grammar, this beginner's course offers a foundation for comprehension and speaking, reading and writing Greek.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

The Graduate School now offers language training on-site!

We will ship the material to your door and have an instructor conduct training at your location. We can even custom design our courses to meet your group's needs.

For more information, e-mail onsite@grad.usda.gov.

HINDI

Introductory Hindi I

HIND1151E Tuition: \$355 2 Credits

Designed for those with no prior knowledge of the language, this beginner's course introduces students to the basics of Hindi culture and language and focuses on grammar, reading and writing.

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.

LOCATION: Capital Gallery

ITALIAN

Conversational Italian I

ITAL1110E Tuition: \$355 2 Credits

Emphasize oral communication and everyday vocabulary and practice reading, writing and basic grammar. Designed for students with little or no prior knowledge of the language, this course also presents aspects of Italian culture. [ACE College Credit Recommendation Service reviewed.](#)

September 18 – November 27, 2006 M 6 p.m.–9 p.m.

LOCATION: Capital Gallery

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.

LOCATION: Capital Gallery

Conversational Italian II

ITAL1111E Tuition: \$355 2 Credits

Intended for those with some basic knowledge of the language, this course introduces students to new grammatical points as well as practice in conversation to improve fluency and vocabulary building through dialogues and readings. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Conversational Italian I (ITAL1110E), or equivalent.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.

LOCATION: Capital Gallery

Conversational Italian III

ITAL1112E Tuition: \$355 2 Credits

Those with a fair knowledge of spoken Italian will explore expanded grammar rules and receive intensive practice in conversation to improve vocabulary and fluency. [ACE College Credit Recommendation Service reviewed.](#)

September 19 – November 28, 2006 Tu 6 p.m.–9 p.m.

LOCATION: South Agriculture

JAPANESE

Introductory Japanese I

JAPN1151E Tuition: \$355 2 Credits

Receive an introduction to speaking, reading and writing Japanese with practice in pronunciation, accent, intonation, orthography/hiragana (cursive writing) and some kanji (Chinese characters). This introductory course also includes grammar drills and discussions of cultural, political and economic aspects of modern-day Japan. [ACE College Credit Recommendation Service reviewed.](#)

September 18 – November 27, 2006 M 6 p.m.–9 p.m.

LOCATION: Capital Gallery

Introductory Japanese II

JAPN1152E Tuition: \$355 2 Credits

Designed for students with knowledge of hiragana, students are introduced to katakana as well as more kanji (Chinese characters), vocabulary and grammar rules. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introductory Japanese I (JAPN1151E), or equivalent.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.

LOCATION: Capital Gallery

Intermediate Japanese I

JAPN2210E Tuition: \$355 2 Credits

Through the introduction of new patterns and kanji, you learn to conduct brief extemporaneous conversations in Japanese and enhance your ability to read and speak the language. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introductory Japanese II (JAPN1153E) or equivalent.

September 19 – November 27, 2006 Tu 6 p.m.–9 p.m.

LOCATION: South Agriculture

Not sure which level is right for you?
Online placement tests are available
for French, German and Spanish.

[www.grad.usda.gov/
placement](http://www.grad.usda.gov/placement)

KOREAN

Conversational Korean

KORN1110E Tuition: \$355 2 Credits

Study pronunciation and intonation patterns. With an emphasis on vocabulary, phrases and expressions in everyday conversation, this beginners' course includes practice in reading and writing. Korean culture will also be discussed.

Prerequisite: Some background in Korean would be helpful but is not required.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.

LOCATION: Capital Gallery

PORTUGUESE (BRAZILIAN)

Introductory Portuguese I

PORT1151E Tuition: \$355 2 Credits

Receive a basic foundation for speaking, reading, writing and understanding Brazilian Portuguese with emphasis on grammar and pronunciation. Designed for students with no prior knowledge of the language, this course also introduces aspects of Brazilian culture.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.

LOCATION: Capital Gallery

Introductory Portuguese II

PORT1152E Tuition: \$355 2 Credits

The progressive sequencing of this course enables students to communicate in Brazilian Portuguese, even in the early stages of learning the language. Designed to improve the student's grammar and comprehension of Portuguese, this course approaches reading and writing by way of the spoken language.

Prerequisite: Introductory Portuguese I (PORT1151E), or equivalent.

September 23 – December 16, 2006 Sa 9 a.m.-noon

LOCATION: Capital Gallery

Introductory Portuguese III

PORT1153E Tuition: \$355 2 Credits

Continue learning more verb tenses and vocabulary. Focus on improving oral communication as you converse with classmates, discussing current issues in Brazilian newspapers and magazines.

September 18 – November 27, 2006 Tu 6 p.m.-9 p.m.

LOCATION: South Agriculture

Intermediate Portuguese I

PORT2210E Tuition: \$355 2 Credits

While focusing on the development of reading, writing and conversational skills, this course emphasizes vocabulary expansion and group discussion. Students will review all grammatical concepts acquired in Introductory Portuguese III and continue to study Brazilian culture through music, books and newspapers.

Prerequisite: Introductory Portuguese III (PORT1153E), or equivalent.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.

LOCATION: South Agriculture

RUSSIAN

Introductory Russian I

RUSS1151E Tuition: \$355 2 Credits

Intended for students with little or no prior knowledge of Russian, this course provides an introduction to reading, writing and pronouncing the Cyrillic alphabet. Basic grammatical structures and vocabulary are introduced, providing a foundation for speaking, understanding, reading and writing Russian. **ACE College Credit Recommendation Service reviewed.**

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.

LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 9 a.m.-noon

LOCATION: Capital Gallery

Introductory Russian II

RUSS1152E Tuition: \$355 2 Credits

Designed for students with some basic knowledge of the language, this course focuses on the development of reading and oral skills and builds vocabulary through writing exercises and grammar review. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Russian I (RUSS1151E), or equivalent.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.

LOCATION: Capital Gallery

TEXTBOOKS

*For all your book information
and ordering, visit
www.grad.usda.gov/books
or call (800) 466-1365.*

Expand Your Possibilities by Learning a Foreign Language

Whether Spanish, Chinese, French or Russian, today's global economy needs bilingual and multilingual speakers. We offer foreign language instruction with distinguished instructors every night of the week.

www.grad.usda.gov/languages

Arabic	Japanese
Chinese (Mandarin)	Korean
French	Portuguese (Brazilian)
German	Russian
Modern Greek	Spanish
Hindi	Turkish
Italian	

Don't know which course level to sign up for? Online placement tests are available for French, German and Spanish. Go to

www.grad.usda.gov/placement

Introductory Russian III

RUSS1153E Tuition: \$355 2 Credits

This high introductory-level Russian course introduces students to new grammatical structures, including an overview of aspects of the accusative, dative, genitive and instrumental cases. New vocabulary is introduced as students improve their reading, writing and speaking skills. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introductory Russian II (RUSS1152E), or equivalent.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Intermediate Russian I

RUSS2210E Tuition: \$355 2 Credits

Designed for students that have recently completed at least one year of college level Russian, this course provides an introduction to intermediate level grammatical and vocabulary topics. Students will improve their fluency in Russian conversation and reading by participating in discussions and presentations. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introductory Russian III (RUSS1153E), or equivalent.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: South Agriculture

Contemporary Russia

RUSS4412E Tuition: \$355 2 Credits

The country and people of Russia come alive through conversation, newspapers and magazines, video clips from contemporary Russian television programs, writing assignments and oral presentations. Discussions of Russian politics and society are also included.

Prerequisite: Excellent Russian conversational ability and knowledge of current events.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

SPANISH

Conversational Spanish I

SPAN1110E Tuition: \$355 2 Credits

Designed for students with little or no prior knowledge of the language, this course focuses on oral communication and everyday vocabulary as well as increases in reading, writing and basic grammar skills. [ACE College Credit Recommendation Service reviewed.](#)

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 1 p.m.-4 p.m.
LOCATION: Capital Gallery

Conversational Spanish II

SPAN1111E Tuition: \$355 2 Credits

Intended for those with some basic knowledge of the language, this course provides further study of grammar and practice in conversation to improve vocabulary and fluency. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Conversational Spanish I (SPAN1110E), or take the online placement test.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 1 p.m.-4 p.m.
LOCATION: Capital Gallery

Conversational Spanish III

SPAN1112E Tuition: \$355 2 Credits

This high-beginner level course is intended for students who have recently completed at least one semester of beginner-level Spanish. New grammatical concepts and vocabulary will be introduced as students improve their ability to read, write and speak basic Spanish. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Conversational Spanish II (SPAN1111E), or take the online placement test.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Conversational Spanish IV

SPAN1114E Tuition: \$355 2 Credits

Through individual presentations and group discussions on specific practical situations, you continue to build vocabulary and grammar skills and further develop your comprehension of the language. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Conversational Spanish III (SPAN1112E), or take online placement test.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Intensive Spanish I

SPAN2205E Tuition: \$695 4 Credits

Designed for students with no prior knowledge of Spanish, the content from Introductory Spanish I (SPAN1151E) and Introductory Spanish II (SPAN1152E) is combined for students to learn the language in a short time. Students enhance their reading, writing and conversational skills by studying basic grammar, idiomatic expressions and everyday vocabulary through exercises and dialogue. [ACE College Credit Recommendation Service reviewed.](#)

September 19 – November 30, 2006 Tu/Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Introductory Spanish I

SPAN1151E Tuition: \$355 2 Credits

Receive a solid foundation for reading, writing and speaking Spanish by focusing on pronunciation, accuracy and the study of grammatical patterns. This course is designed for students with little or no prior knowledge of Spanish. [ACE College Credit Recommendation Service reviewed.](#)

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery

Introductory Spanish II

SPAN1152E Tuition: \$355 2 Credits

In addition to participating in mini-dialogues, students enhance reading and writing skills through exercises using grammatical patterns and discover new aspects of the Hispanic community in the United States. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Spanish I (SPAN1151E), or take the online placement test.

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Introductory Spanish III

SPAN1153E Tuition: \$355 2 Credits

Focus on the development of more complex structural patterns through readings and dialogue. Students see progressive growth in both oral and written work throughout the course. Students also cover cultural aspects of various Latin-American countries. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Spanish II (SPAN1152E), or take online placement test.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.
LOCATION: South Agriculture

Intermediate Spanish I

SPAN2210E Tuition: \$355 2 Credits

Practice developing speaking, reading and comprehension skills. Designed for students with a working knowledge of basic Spanish, this course reviews regular versus stem-changing verbs, the preterite versus the imperfect and subject and object pronouns, and introduces to the perfect tense and future and conditional verb formations. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Introductory Spanish IV (SPAN1154E), Conversational Spanish IV (SPAN1114E), or take the online placement test.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 1 p.m.–4 p.m.
LOCATION: Capital Gallery

Intermediate Spanish II

SPAN2211E Tuition: \$355 2 Credits

Review prepositions, relative pronouns and commands. Intended for students with a good background in the language, this course also covers present and past subjunctives in adjective and adverbial clauses to further develop reading, speaking and comprehension skills. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Spanish I (SPAN2210E), or take the online placement test.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: South Agriculture

Advanced Spanish I

SPAN2250E Tuition: \$355 2 Credits

This high-level course features extensive reading of more advanced texts as well as articles from Spanish magazines and newspapers. Students engage in informal discussions to enhance conversation and comprehension skills. Grammar is taught as needed. **ACE College Credit Recommendation Service reviewed.**

Prerequisite: Intermediate Spanish III (SPAN2212E), or take online placement test.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.
LOCATION: South Agriculture

Advanced Spanish II

SPAN2251E Tuition: \$355 2 Credits

Discussions continue to include more advanced texts and periodicals. Comprehension and conversational abilities are emphasized in this very advanced language course.

Prerequisite: Advanced Spanish I (SPAN2250E), or equivalent.

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Need Advice?

Visit www.grad.usda.gov/languages to find the right language level for your needs.

Advanced Spanish Grammar

SPAN2253E Tuition: \$355 2 Credits

Continuing to stress functional communication on a variety of topics, this course reviews Spanish grammar with emphasis on the most difficult and advanced grammatical structures. Short compositions and discussions based on selected readings are used to enhance reading and writing skills. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Previous knowledge of advanced-level Spanish.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Conversaciones en Español

SPAN3310E Tuition: \$355 2 Credits

This high intermediate-level course is designed to maintain and improve conversational ability. Students participate in weekly discussions, conducted entirely in Spanish, that cover a wide range of student-selected topics. Past subjects have included current events in Latin America, music, art, theater, cinema, current authors and articles.

Prerequisite: Intermediate Spanish II (SPAN2211E), or take the online placement test.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Spanish Review Level I

SPAN1161E Tuition: \$355 2 Credits

Designed for those who have recently completed one year of college Spanish, this course provides a broad review of basic Spanish. Written exercises, simple text reading, oral drills and beginning level conversation in Spanish allow students to apply grammatical concepts, everyday vocabulary and common idioms in context. Upon successful completion of this course, students will have a firm basis from which to advance to higher levels. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Recent completion of one year of college Spanish, or equivalent.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: South Agriculture

Spanish Review Level II

SPAN1162E Tuition: \$355 2 Credits

Designed for those who have recently completed at least two years of college Spanish and want to review their skills in intermediate-level Spanish, this course covers more advanced grammatical concepts, sophisticated vocabulary and less common idioms to help students advance to higher levels. This second Spanish review course includes more challenging written exercises, text reading, oral drills and high-intermediate level conversation in Spanish. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Recent completion of two years of college Spanish, or equivalent.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

TURKISH

Conversational Turkish I

TURK1110E Tuition: \$355 2 Credits

With an emphasis on vocabulary, phrases and expressions in everyday conversation, this beginners' course teaches pronunciation and intonation patterns and includes practice in grammar, reading and writing. Students will discuss Turkish culture. No background in Turkish is required.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

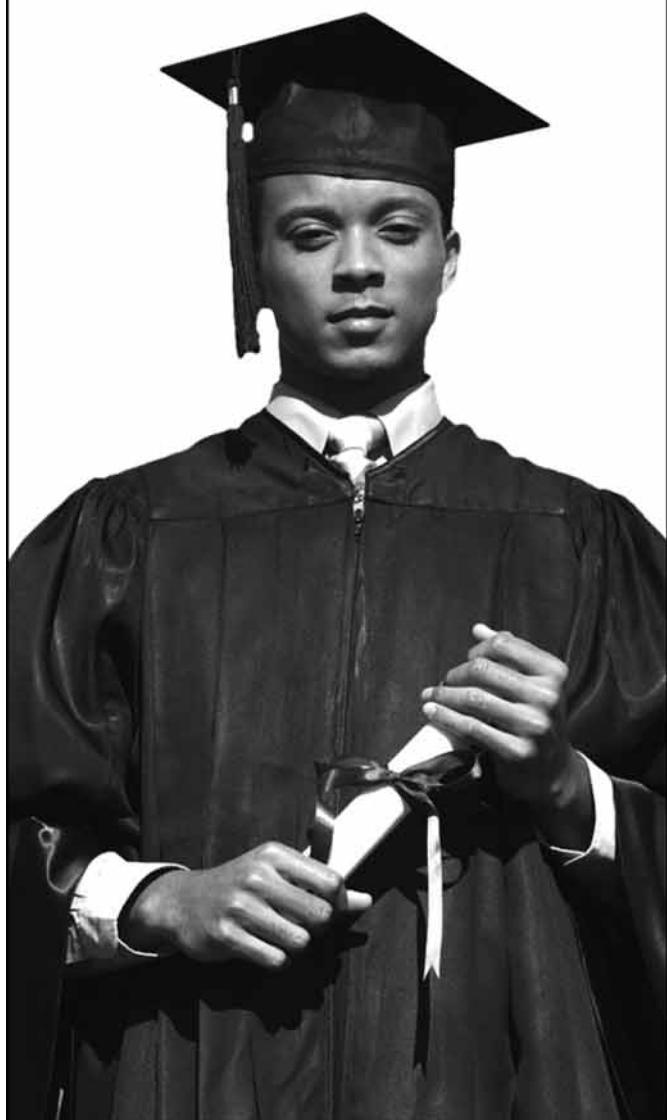
TEXTBOOKS

*For all your book information
and ordering, visit
www.grad.usda.gov/books
or call (800) 466-1365.*

The Graduate School, USDA can help you achieve your dream of a college degree.

The Graduate School has partnered with several outstanding colleges and universities, and many of our courses and certificates can now be accepted for credit at these degree-granting institutions.

For information on our Partners in Education program, visit www.grad.usda.gov/partners or call (888) 744-GRAD.



PHOTOGRAPHY

Introduction to Photography

PHOS0030E Tuition: \$355 2 Credits

Learn the fundamentals of photography (traditional and digital) and of capturing the successful photograph. Students will explore photography through lectures, visual presentations, shooting assignments, class critiques, and field trips. Topics covered include: exposure, lighting, day vs. night and form and composition. Note: SLR film or digital camera required.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Introduction to Digital Photography

PHOS1075E Tuition: \$355 2 Credits

Master the art of using your digital camera. Gain confidence in capturing, editing, and producing quality digital images. The use of layers, filters, and various techniques for printing and Internet presentation will also be covered. Adobe Photoshop software will be utilized in class. Students will need access to a digital camera.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

INFORMATION TECHNOLOGY

COMPUTER LITERACY

Introduction to Information Systems

COMP1120E Tuition: \$480 2 Credits

Improve your computer literacy and gain a foundation to move into advanced areas of information technology. Learn the concepts, terminology and components of information technology systems. Understand the importance of data communications and networking, the function of operating systems, the role of applications software and the reasoning behind structured system design. Identify trends and explore career opportunities in information technology. Develop and run simple programs in QBASIC. **ACE College Credit Recommendation Service reviewed.**

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Introduction to Computer Programming Using Structured Problem Solving

COMP1121E Tuition: \$480 2 Credits

Learn to implement solutions to common information-related problems using advanced BASIC programming techniques. Master the steps of the programming process, from problem definition to solution design. Successfully apply the rules and guidelines of structured programming and problem solving. Familiarize yourself with the concepts and terminology of various computer-programming languages. Learn to use data-flow diagrams, structure charts, structured flowcharts and pseudocode in problem solving.

Prerequisite: Introduction to Information Systems (COMP1120E), or equivalent.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

COMPTIA

A+ Operating Systems

COMP2716E Tuition: \$480 2 Credits

Learn PC repair and troubleshooting and prepare for the A+ Operating System exam. Understand networking information in Microsoft DOS/Windows 95, 98, 2000 and Windows XP. Learn about operating system files, structure and navigation; memory, file, directory and disk management; Windows XP and 2000 installation and upgrades; boot sequences and emergency boot disks; device drivers and software; printing subsystems; common error codes; and corrective actions for common problems.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

A+ Core Hardware

COMP2810E Tuition: \$480 2 Credits

Learn how to install, upgrade, maintain, troubleshoot and repair personal computers. You cover functions of system modules; field-replaceable modules; IRQs, DMAs and I/O addresses; peripheral ports and cabling; installation of IDE/EIDE and SCSI devices; basic troubleshooting; preventive maintenance; environmental hazard protection and disposal procedures; and other topics. This course is essential for those interested in becoming PC technicians and network specialists or technicians requiring certification; it also serves as preparation for the A+ Core Hardware exam.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Security +- Computer and Information Security

COMP4000E Tuition \$480 2 Credits

Learn about the technologies used and principles involved in creating a secure computer networking environment. Study the authentication, the types of attacks and malicious code that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. Discuss a variety of security topologies, as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Explore intrusion detection systems, firewalls, and physical security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Gain an understanding of the daily tasks involved with managing and troubleshooting those technologies. A variety of hands-on and case project assignments will reinforce the concepts.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Certificate of Accomplishment in A+ Certification

COMP3200E

The A+ Certification program is designed to provide an industry-recognized certification for computer service professionals. A+ Certification shows that you possess the technical expertise necessary for a successful entry-level computer service technician as defined by experts from companies across the industry. The test consists of two parts—the core and the Microsoft DOS/Windows module—and covers a range of hardware and software technologies not related to any vendor-specific product. View more information on required courses and other details on this certificate program at www.grad.usda.gov/certificates.

ADOBE

Adobe Acrobat 7.0: Introduction

COMP7000E Tuition \$295 1.8 CEU

Focus on effectively applying the many powerful features and functions of the Acrobat application. Practice creating, storing, accessing and distributing simple and visually rich documents, forms, diagrams, maps, photographs and multimedia presentations across the Internet and enterprise wide intranets. Course content is applicable for all computer platforms (PC, Mac and UNIX).

September 18 – October 30, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Adobe InDesign CS: Introduction

COMP7002E Tuition: \$295 1.8 CEU

InDesign is a powerful page layout application that offers many features designed to simplify complicated design tasks. Learn to create master pages, apply paragraph and character styles, and lay out text and graphics in frames. Discover how to flow text across pages for reports and newsletters, apply color to text for maximum effectiveness, and create and edit gradients. Adobe InDesign supports native Photoshop and Illustrator files, so images will not need to be converted to another format.

September 20 – October 25, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Adobe Photoshop CS: Introduction

COMP7001E Tuition: \$295 1.8 CEU

Discover the powerful, versatile photo manipulation features of Adobe Photoshop. Explore the use of painting and photo editing tools as well as the capabilities of selections and palettes are covered. Through a series of hands-on projects, you learn to use features to select, make adjustments and correct photos. The scanning of photos and the use of a digital camera are integral to this course.

September 19 – October 24, 2006 Tu 6 p.m. – 9 p.m.
LOCATION: Capital Gallery

Adobe Photoshop CS: Intermediate

COMP8002E Tuition: \$195 1.2 CEU

Advance to intermediate techniques within the Photoshop application. Focus on the Pen tool, vector shapes and paths and advanced shape layering processes. Learn how to automate commands and prepare images for two-color printing.

Prerequisite: Adobe Photoshop CS: Introduction (COMP7001E).

October 31 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

INTERNET

HTML Programming: Introduction

COMP7100E Tuition: \$295 1.8 CEU

Build a strong foundation in the Hypertext Markup Language (HTML), a software language used to create a Web site locally or on a World Wide Web server. Learn to compose HTML code to create linked documents embedded with graphical images and generate HTML programs using code generators. Become exposed to page layout techniques and the inclusion of tables in code. Learn the proper HTML coding standards, styles and techniques accepted by popular Web browser programs.

Prerequisites: Knowledge of Microsoft Windows and the Internet.

September 20 – October 25, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

HTML Programming: Intermediate

COMP8010E Tuition: \$195 1.2 CEU

Discover the advanced capabilities and proprietary features of HTML to enhance Web pages. The latest HTML standards, transparent images, animated GIFs and common design dos and don'ts are explored. Hands-on, innovative uses of tables, frames and forms are also covered.

Prerequisite: HTML Programming: Introduction (COMP7100E).

November 1-29, 2006

W 6 p.m.-9 p.m.

LOCATION: Capital Gallery

JavaScript for New Programmers

COMP7200E Tuition: \$295 1.8 CEU

JavaScript for New Programmers teaches the JavaScript and programming techniques needed to develop cutting-edge, interactive Web sites. From opening windows to image-flipping and form validation, our JavaScript classes give you the skills imperative to building exciting, dynamic Web pages.

Prerequisite: HTML Programming: Introduction (COMP7100E) and HTML Programming: Intermediate (COMP8010E).

September 21 – November 30, 2006

Th 6 p.m.-9 p.m.

LOCATION: Capital Gallery

Java Programming Language: Introduction

COMP3050E Tuition: \$480 2 Credits

Receive a solid foundation in the Java Programming Language. Intended for students with little or no programming experience, you learn the significance of object-oriented programming, the keywords and constructs of the Java programming language, and the steps required to create simple Java technology programs. A new teaching tool developed by Sun (patent pending) is used throughout the course to help students understand the syntax and semantics of the language.

Prerequisite: Create programs using a procedural language, such as C, or a scripting language, such as Perl.

September 19 – November 21, 2006

Tu 6 p.m.-9 p.m.

LOCATION: Capital Gallery

Thinking about Grad School, Law School or B-School?

Our prep classes can ease test-day anxieties and save you money.

Test preparation courses for the GMAT, GRE, TOEFL and LSAT are offered during the week in the evenings and on Saturdays in a convenient location at a fraction of the price our competitors charge.

www.grad.usda.gov/testprep

Register early! Classes fill up quickly.
See page 31.



XML: Introduction

COMP7300E Tuition: \$295 1.8 CEU

Examine the eXtensible Markup Language (XML), a recent and maturing technology for the management, display and organization of data on the Web. Under the auspices of the WWW Consortium, standards have been introduced that make XML a major tool for advanced Web development and a viable alternative to the usage of HTML. Learn XML capabilities, including XML linking, XML ecommerce, server-to-server XML and XML databases, will work for programmers in their development activities for Web-based applications.

Prerequisites: Knowledge of Microsoft Windows and the Internet.

September 18 – October 30, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

MACROMEDIA**Macromedia Dreamweaver MX 2004: Introduction**

COMP7247E Tuition: \$325 1.8 CEU

Learn the fundamentals of this powerful Web development software tool and how to apply them in a hands-on environment. Learn the basic skills of adding text, graphics and links to a Web page, as well how to instantly add Flash text and buttons. Utilize forms, libraries, templates and frames and learn to manage a Web site through Dreamweaver MX 2004 facilities.

Prerequisite: Knowledge of Microsoft Windows.

September 21 – October 26, 2006 Th 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Macromedia Dreamweaver MX 2004: Advanced

COMP9247E Tuition: \$225 1.2 CEU

Discover the more advanced features of the Dreamweaver MX 2004 Web development software. Through a series of hands-on projects, you utilize the Insert Navigation Bar Tool, work with Flash buttons and text, define head elements and style sheets and work with layers to insert media objects.

Prerequisite: Macromedia Dreamweaver MX 2004: Introduction (COMP7247E).

November 2–30, 2006 Th 6 p.m.–9 p.m.
LOCATION: Capital Gallery

MICROSOFT OFFICE PRODUCTS**Microsoft Excel 2003: Introduction**

COMP7402E Tuition: \$295 1.8 CEU

Receive a thorough introduction to the three distinct processes for managing data of Microsoft Excel: spreadsheet, database and graphing. Using the primary feature, spreadsheet, you learn to manipulate numbers for sophisticated calculations such as budgets, finances, inventories or numerically oriented task. Use the database and graphing functions you learn to select, retrieve, view and chart data that is contained within the spreadsheet mode.

Prerequisites: Knowledge of Microsoft Windows.

September 19 – October 24, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

**Creating a Podcast**

COMP7003E Tuition: \$195 0.9 CEU

Ready to jump into the world of podcasting? One of the newest technological advances for the Internet, podcasting is growing in leaps and bounds. Initially, podcasting allowed you to broadcast audio programs on the Internet, as well as listen to other users' podcasts. New developments have now made podcasting highly interrelated with other technologies, such as vlogging and moblogging. Learn how to get started with podcasts, how to create them, enhance them and move forward to the leading edge of podcasting.

September 18 – October 2, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Information Architecture

COMP3308E Tuition: \$480 2 Credits

Learn how to battle information overload and help others find and use information. This course is for technical writers, WebMasters, designers or record managers who are looking for integrated solutions to communication problems. Receive essential skills in organizing the patterns inherent in data. Integrate ideas for the scientific/professional fields of rhetoric, information design, cognitive science and human performance technology so you can make the complex clear. Focus on real-world applications such as structuring documents, briefings, Web sites, electronic interfaces and electronic support systems.

September 21 – November 30, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Microsoft Project 2003

COMP7410E Tuition: \$295 1.8 CEU

Improve your ability to manage tasks and task-related resources, timelines and costs. Learn to use this application's tools to better organize work and people, ensuring that projects are delivered on time and within budget. Methods for controlling and updating progress, tracking schedule and resource changes, and creating reports are examined.

Prerequisite: Knowledge of Microsoft Windows.

September 21 – October 26, 2006 Th 6 p.m.-9 p.m.

LOCATION: Capital Gallery

MICROSOFT OPERATING SYSTEMS

Microsoft Certified Desktop Support Technician (MCDST)

COMP8000E Tuition: \$495 3 Credits

The Microsoft Certified Desktop Support Technician (MCDST) credential proves that you have the skills to successfully support end users and to successfully troubleshoot desktop environments running on the Microsoft Windows operating system. This designation provides industry recognition of your knowledge and proficiency with Microsoft products and technologies. The MCDST covers the skills of help desk technicians, customer support representatives, PC support specialists, technical support representatives and technical support specialists. This course will cover two topics: Supporting Users Running the Microsoft Windows XP Operating System and Supporting Users Running Applications on a Microsoft Windows XP Operating System.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.

LOCATION: Capital Gallery

Managing and Maintaining a Microsoft Windows Server 2003 Environment

COMP3500E Tuition: \$495 2 Credits

Gain the knowledge and skills to install, configure, administer and support the primary services in the Microsoft Windows Server 2003 environment. Examine basic system administrative procedures; create and manage Windows Server 2003 user, group and computer accounts; provide for shared system resources; and install and maintain system hardware. Gain the skills and knowledge to pass the Microsoft Certification Exam 70-290.

Prerequisite: Installing Configuring and Administrating Microsoft Windows XP Professional (COMP3450E).

September 18 – November 27, 2006 M 6 p.m.-9 p.m.

LOCATION: Capital Gallery

Get the Recognition You Deserve!

The Graduate School offers Certificate of Accomplishment programs for evening courses to encourage individuals to complete well-rounded programs in their chosen fields of study. Certificates of Accomplishment are offered in many areas, including:

A+ Certification	MSCA on Microsoft Windows Server 2003
Accounting	Natural History Field Studies
Administrative Procedures	Network +
Computer Programming	Paralegal Studies
Editorial Practices	Personnel Administration
Horticulture	
Landscape Design	

www.grad.usda.gov/certificates

MATHEMATICS AND STATISTICS

MATHEMATICS

Basic Technical Mathematics (Pre-Calculus Algebra)

MATH1128E Tuition: \$355 2 Credits

Examine fundamental algebraic operations, factoring, fractions, exponents, radicals, functions, graphs, linear equations, quadratic equations, progressions, binomial theorems, logarithms and infinite series. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisites: High school algebra and geometry.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Calculus I

MATH2210E Tuition: \$355 2 Credits

Review the basic concepts of calculus. Discuss variables, functions, limits, continuity, derivatives, maxima and minima, differentials, approximate methods for finding roots, successive derivatives, parametric equations, mean value theorem and solution of indeterminates. This course is required for Calculus II (MATH2211E-W01). [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Basic Technical Mathematics (MATH1128E), or equivalent.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery



Pre-Calculus

MATH1700E Tuition: \$355 2 Credits

Examine mathematical concepts and functions necessary as a prerequisite for successful completion of Calculus I. Topics include (1) polynomials of higher degree and the fundamental theorem of algebra; (2) 2-dimensional and basic 3-dimensional analytic geometry; (3) rational, trigonometric, exponential and logarithmic function; (4) equations and inequalities; (5) matrices and determinants; and (6) sequences and the binomial theorem.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Mathematics for Economists I

MATH4475E Tuition: \$355 2 Credits

Develop knowledge of sets, functions, differential calculus and matrices as applied to economic problems (static and comparative-static equilibrium analyses). This course is designed for economics students who need the basic mathematical tools necessary for the field and for those who wish to relate their mathematical skills to the field of economics. [ACE College Credit Recommendation Service reviewed.](#)

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

STATISTICS

Introductory Statistics I

STAT1101E Tuition: \$355 2 Credits

Using statistics for data analysis helps businesses, government and consumers make more informed decisions. Examine basic statistical terms and methods, including mean, median and mode; the collection of data; and the classification and presentation of data in tables and graphs. Learn to measure dispersion, skewness and kurtosis. Gain an understanding of basic probability theory, including methods of counting, discrete and continuous probability and distributions. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: High school algebra.

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

Introductory Statistics II

STAT1102E Tuition: \$355 2 Credits

Advance your statistics skills by exploring the following topics: sample distributions and estimates of population parameters from samples; sample design, including simple-random, stratified and cluster sampling; tests of significance; chi-square and other nonparametric methods; measures of correlation and association; the F distribution and one-way analysis of variance and experimental design. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introductory Statistics I (STAT1101E), or equivalent.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.
LOCATION: Capital Gallery

NATURAL SCIENCES

ENVIRONMENTAL STUDIES



Environmental Policy and Politics

ENVS3317E Tuition: \$355 2 Credits

Explore the background and context of environmental policy-making and politics. Examine case studies surrounding the development and implementation of key environmental policies in the United States. Select and report on an environmental policy issue of your choice.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

HORTICULTURE AND LANDSCAPE DESIGN

BayScapes – Gardening and Landscaping to Save the Bay

HORT1145E Tuition: \$345 2 Credits

Learn to create attractive, low-maintenance, affordable and environmentally friendly gardens and landscapes. The Alliance for the Chesapeake Bay and the U.S. Fish and Wildlife Service developed BayScapes to address the cumulative impact of individual, public and commercial land management decisions on the Chesapeake Bay. Topics include: integrated pest management; organic lawn care; creating wildlife habitat; native plant gardening; and the five principles of BayScapes. Three local field excursions are included.

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Landscape Plants of Fall

HORT2231E Tuition: \$345 2 Credits

Explore landscape plants and how to use them. Utilizing the resources of the National Arboretum, participants hold laboratory and field sessions to examine the seasonal value of selected trees, shrubs, vines and ground covers, identifying their characteristics and general cultural requirements. The class also covers broadleaf evergreens, berried trees and shrubs, trees for autumn coloration and plants for espalier.

September 23 – December 16, 2006 Sa 9 a.m.–noon
LOCATION: Capital Gallery

Perennials for Fall

HORT2238E Tuition: \$345 2 Credits

Learn how to incorporate fall perennials to keep your landscaping blooming. This course provides you with the necessary tools to maintain and successfully grow fall perennials.

September 23 – December 16, 2006 Sa 9 a.m.–noon
LOCATION: Capital Gallery

Principles of Horticulture

HORT1160E Tuition: \$345 2 Credits

Explore the basic principles of growing fruits, vegetables, flowers and ornamental plants. Learn about botany, taxonomy, plant pathology, soils, gardening techniques, greenhouse growing/nursery production and equipment. Certificate students are recommended to complete this course before taking other horticulture courses. Field trips to be announced. **ACE College Credit Recommendation Service reviewed.**

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.
LOCATION: Capital Gallery

TEXTBOOKS

*For all your book information
and ordering, visit
www.grad.usda.gov/books
or call (800) 466-1365.*

Principles of Landscape Design I

HORT1101E Tuition: \$345 2 Credits

Improve your home's appearance or launch your landscape design career. Learn how to design and landscape with plants and structures by generating a basic landscape design of a property.

Prerequisite: The course is recommended as a prerequisite for Landscaping with Plants for the Professional and Home Gardener (HORT1140E).

September 18 – November 27, 2006 M 6 p.m.–8:30 p.m.
LOCATION: Capital Gallery

Certificate of Accomplishment in Horticulture

Acquire a solid foundation in the basics of landscape design and the principles and practices of horticulture, including the growing of fruits, vegetables, flowers and ornamental plants. This certificate program is designed for those seeking to embark on a career in horticulture, nursery management or landscape gardening, as well as those wanting to improve their homes' appearance. View more information on required courses and other details on this certificate program.

NATURAL HISTORY FIELD STUDIES



American Nature Literature

NATH2248E Tuition: \$335 2 Credits

Explore the beauty and diversity of America's natural heritage through the writings of naturalists, explorers, essayists, novelists, and poets. Class readings are drawn from the rich nature and conservation literature spanning from the 1585 Roanoke colony through the present day. Learn about major writers and the intellectual and social contexts of their work. Course includes two areas of special emphasis: the mid-Atlantic region and women nature writers. Students will be given the opportunity to select and report on individualized works of interest. A field trip is scheduled to the National Gallery of Art.

September 20 – November 29, 2006 W 7 p.m.–9:30 p.m.
LOCATION: Woodend Sanctuary

Bird Life

NATH1115E Tuition: \$335 2 Credits

Study the life histories and ecology of resident and migrant birds of the Central Atlantic region. Emphasis is on the role of birds as members of biotic communities. Bird forms and classification (as well as identification) are also covered. The course features a field trip to Blackwater National Wildlife Refuge in Maryland as well as other field trips.

September 18 – November 27, 2006 M 7 p.m.–9 p.m.
LOCATION: Woodend Sanctuary

Birds of Prey

NATH1155E Tuition: \$335 2 Credits

Experience the wonder of the fall raptor migration and learn to identify raptors in flight. This course will concentrate on species typically found in eastern North America but will also cover additional selected species. Study habitat requirements of birds of prey and their relationships to other species. This course is for those who want to expand their knowledge of bird life. A weekend field trip to Cape Charles on Virginia's Eastern Shore will provide students with a chance to practice raptor identification skills. A Saturday field trip will introduce students to local raptor opportunities.

Prerequisite: Bird Life (NATH1115E), or equivalent.

September 20 – November 22, 2006 W 6 p.m.–8 p.m.
LOCATION: Capital Gallery

All of our Natural History Field Studies classes are offered in partnership with The Audubon Naturalist Society of the Central United States.

Eastern Forest Ecosystems

NATH2215E Tuition: \$335 2 Credits

Field studies of the deciduous and coniferous forest ecosystems, (biomes), with a focus on the mid-Atlantic deciduous and coniferous forests. This course will also include the oak-hickory, oak-chestnut (mixed oak), mixed mesophytic, and bottomland deciduous forest communities, as well as coniferous forests of the Atlantic Coastal Plain, Eastern Piedmont, and Blue Ridge, Southern, Southwestern, Rocky Mountain and Pacific NW provinces. Northern coniferous and deciduous forest mixtures of the Allegheny Mountains and relationships of forest ecosystems to local environments as well as various successional states. Field studies will augment class sessions.

Prerequisite: Introduction to Ecology (NATH1160).

September 18 – November 27, 2006 M 6 p.m.-8 p.m.

LOCATION: Capital Gallery

Estuarine Ecosystems

NATH2206E Tuition: \$335 2 Credits

Discover the dynamic nature of the estuarine environment through study of the interaction between basic physical, chemical and biological processes in the Chesapeake Bay. Explore biological and geochemical cycles and discuss the interaction between nutrients and overall productivity affecting the health of the Bay. Examine the effects of pollution and resources management and the processes that influence temperature and salinity distributions. (\$35 field trip fees are collected in class).

Prerequisite: Introduction to Ecology (NATH1160).

September 12 – November 28, 2006 Tu 6 p.m.-8 p.m.

LOCATION: Woodend Sanctuary

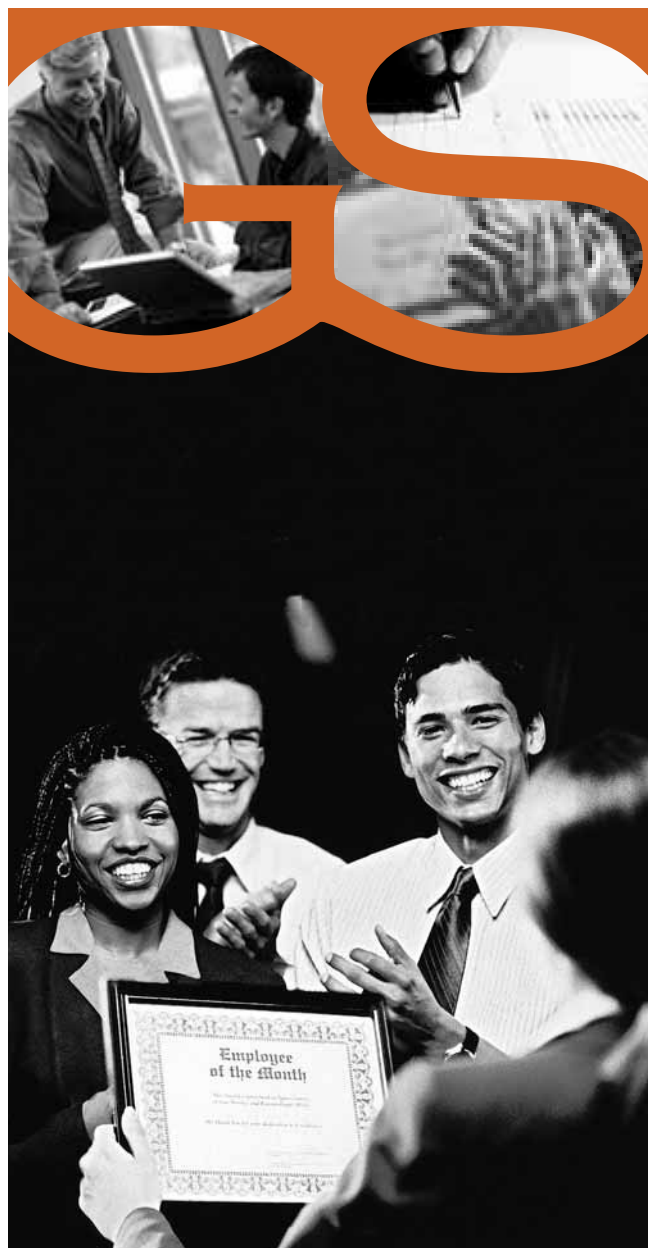
Fall Woody Plant Identification

NATH1145E Tuition: \$335 2 Credits

Autumn's glory is created by colorful trees and shrubs, so fall is the ideal time to study techniques of woody plant field identification. Participants study the major woody plant families and species found in the Central Atlantic's forest communities. Field trips feature the use of recognition characteristics and botanical keys to identify many local woody plants.

September 13 – November 1, 2006 W 6:30 p.m.-8:30 p.m.

LOCATION: Capital Gallery



Award-Winning Faculty

Our award-winning faculty are not only subject matter experts, they are well-known practitioners in their fields. To find out more and see our faculty biographies, visit our Web site at:

www.grad.usda.gov/biographies

Introduction to Ecology

NATH1160E Tuition: \$335 2 Credits

A fundamental understanding of ecology and the physical and biological principles on which ecosystems depend is essential for any naturalist. In this course students learn to interpret the patterns and processes of nature by studying energy flow, food webs, biogeochemical cycles, population dynamics, communities, behavioral and evolutionary ecology, biodiversity, biomes and plant/animal interactions. Two full-day field trips are scheduled.

ACE College Credit Recommendation Service reviewed.

Prerequisite: Biology for Naturalists (NATH 1110E), or another biology course, is recommended.

September 19 – November 21, 2006 Tu 7 p.m.–9 p.m.
LOCATION: Woodend Sanctuary

Land-Use Principles

NATH2255E Tuition: \$335 2 Credits

Examine the social, economic, ecological, legal and physical principles that govern land use. Apply a variety of land-use principles to land-resource use and conservation by planning the use of an actual site. Additional examples of land-use problems in the Central Atlantic region are considered. Field trips visit several sites to study typical land uses and land-use problems.

September 19 – November 21, 2006 M 7 p.m.–9 p.m.
LOCATION: Woodend Sanctuary

TEXTBOOKS

*For all your book information
and ordering, visit*

*www.grad.usda.gov/books
or call (800) 466-1365.*

PARALEGAL STUDIES

www.grad.usda.gov/paralegal

Business Law I

LAWS1322E Tuition: \$355 3 Credits

Gain an understanding of legal principles involved in contracts, sales, the Uniform Commercial Code and business torts and crimes. Contracts, sales, warranties are covered. ACE College Credit Recommendation Service reviewed.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Immigration Law

LAWS2252E Tuition: \$355 2 Credits

Gain the training you need to work within the confines of the Immigration and Nationality Act. Explore the provisions on agencies of enforcement; visa eligibility and procedure; deportation classes and procedures; relief from deportation and judicial review. Review the forms used by the Immigration and Naturalization Service and attend hearings before an immigration judge and the Board of Immigration Appeals. ACE College Credit Recommendation Service reviewed.

September 21 – November 30, 2006 Th 6 p.m.–9 p.m.
LOCATION: South Agriculture

Introduction to Law for Paralegals

LAWS1310E Tuition: \$355 3 Credits

Discover the role of the paralegal or legal assistant. Delve into the American system of law, court systems and court procedures and gain legal background knowledge. This is the introductory course for the paralegal certificate program. Students need no prior legal knowledge. ACE College Credit Recommendation Service reviewed.

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Introduction to Legal Analysis and Reasoning

LLBS4400E Tuition: \$355 2 Credits

Explore the theory and methods of professional legal analysis. Learn to interpret laws and legal decisions. Develop skills needed to perform accurate and reliable legal analyses. Basic legal issues, approaches and theories that underlie statutory laws and decisional case law are explored.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.

LOCATION: South Agriculture

Legal Ethics/Law Office Systems

LAWS1315E Tuition: \$355 3 Credits

Examine the role and activities of the paralegal in the law office environment. Discuss the professional and ethical conduct of lawyers and non-lawyers, as well as basic management principles of a law office. Specific topics include managing cases, integrity, competence, accounting, timekeeping, billing, automation and time management. [ACE College Credit Recommendation Service reviewed.](#)

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.

LOCATION: Capital Gallery

Legal Research I

LAWS5551E Tuition: \$355 2 Credits

Learn the skills needed to review and analyze legal materials used in researching statutory and judicial publications. Examine the utility, contents and currency of these publications for the paralegal. [ACE College Credit Recommendation Service reviewed.](#)

Prerequisite: Introduction to Law for Paralegals (LAWS1310E), or equivalent.

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.

LOCATION: South Agriculture

SOCIAL SCIENCES

ECONOMICS



Environmental and Natural Resource Economics

ECON2215E Tuition: \$385 2 Credits

Probe the complexities of designing public policy for environmental and natural resource issues. Examine, in an economic framework, the concepts of externalities, public goods and depletable resources. Discuss the relative merits of property rights, command and control regulation, taxes and subsidies in dealing with these problems. Several case studies are used to analyze the effectiveness of policy instruments.

Prerequisite: Principles of Economics II: Microeconomics (ECON1111E), or equivalent.

September 20 – November 29, 2006 W 6 p.m.-9 p.m.

LOCATION: Capital Gallery

Principles of Economics I: Macroeconomics

ECON1310E Tuition: \$385 3 Credits

Explore macroeconomics and the economic organization of a market economy. Gain an appreciation and understanding of fiscal and monetary policies. Discover the role of supply and demand, consumption, investment, production, taxes, and money and banking. Study contemporary problems of unemployment and inflation and the role of the government in regulating economic policies. [ACE College Credit Recommendation Service reviewed.](#)

September 18 – November 27, 2006 M 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 19 – November 21, 2006 Tu 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery

Principles of Economics II: Microeconomics

ECON1311E Tuition: \$385 3 Credits

Gain an overview of the modern market economy as a system for dealing with the problem of scarcity. Study supply and demand, welfare and surplus, markets and market failures. Gain an understanding of the roles of consumers, producers, and other economic agents. **ACE College Credit Recommendation Service reviewed.**

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

September 20 – November 29, 2006 W 6 p.m.–9 p.m.
LOCATION: Capital Gallery

POLITICAL SCIENCE



Sustainable Development

PUAP2281E Tuition: \$355 2 Credits

Introduces the concept and practice of sustainable development (SD) as a process that meets the needs of the present generation without compromising the ability of future generations to meet their own needs. What are the fundamental issues of sustainable development facing human societies and the environment? The course examines the environmental, economic, and social dimensions of SD by focusing on changing patterns of consumption, production, and distribution of resources around the world. The impact of globalization and the role of the private sector, multinational corporations, and NGOs are examined.

Prerequisite: Principles of Economics I: Macroeconomics (ECON1310E), or Principles of Economics II: Microeconomics (ECON1311E).

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery

Technology Transfer: Issues and Processes

PUAP4439E Tuition: \$355 2 Credits

Explore the important role of technology transfer for national and international economic development. Study the application of research results to productive uses in industry. Examine core issues and fundamental facets of the technology transfer process in relation to the global needs of today. Programming, evaluation and management efforts are highlighted in a combination of lectures and interactive classroom experiences, benefiting both novices and professionals in the field.

September 19 – November 21, 2006 Tu 6 p.m.–9 p.m.
LOCATION: Capital Gallery



Understanding Congress

PUAP2225E Tuition: \$355 2 Credits

Acquire the inside knowledge needed to get into and advance in your career. Explore the congressional liaison function, the elected and appointed officers of Congress and how the media and executive agencies interact with Congress. Understand how two-party leadership affects legislative goals and policy initiatives. Discuss ethics and campaign reform laws and their effects on Congress. Explore the employment opportunities for congressional employees. Guest speakers relate their experience in Congressional offices; previous speakers have been the assistant secretary of agriculture for congressional affairs; chief of staff, Speaker of the House; minority counsel and clerk of the House of Representatives.

September 18 – November 27, 2006 M 6 p.m.–9 p.m.
LOCATION: Capital Gallery

NEED HELP PREPARING FOR GRADUATE SCHOOL?

Check out our classes in these areas to help you prepare for graduate-level work:

Economics	page 29
Math and Calculus	page 24
Statistics	page 24
Writing	page 5
Accounting	page 2
Foreign Languages	page 6

TEST PREPARATION

www.grad.usda.gov/testprep

GMAT Preparation

TESP7700E Tuition: \$565 2.5 CEU

Attain the verbal, math and composition skills needed to be successful on the GMAT and learn techniques and strategies designed to maximize performance on the exam. Each type of test question is explained and analyzed, and different approaches are discussed and practiced. Timed practice tests enable you to identify problem areas for further study. For more information on the GMAT, visit the Education Testing Service at www.ets.org.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – November 4, 2006 Sa 9 a.m.-3 p.m.
LOCATION: Capital Gallery

GRE Preparation

TESP7701E Tuition: \$565 2.5 CEU

Master the verbal, math and analytical skills needed to pass the GRE and learn techniques and strategies designed to maximize performance on the exam. Each type of test question is explained and analyzed, and different approaches are discussed and practiced. Timed practice tests enable you to identify problem areas for further study. For more information on the GRE, visit the Education Testing Service at www.ets.org.

September 21 – November 30, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – November 4, 2006 Sa 9 a.m.-3 p.m.
LOCATION: Capital Gallery

October 14 – December 2, 2006 Sa 9 a.m.-3 p.m.
LOCATION: Capital Gallery

LSAT Preparation

TESP7704E Tuition: \$565 2 CEU

This intensive overview is designed to provide an opportunity to practice each type of question on the LSAT and expose you to general strategies for taking standardized tests. Each type of question is introduced, analyzed and explained. In addition, approaches to the questions are discussed and practice examples are given. Timed practice tests enable you to identify problem areas for further study. For more information on the LSAT, visit the Education Testing Service at www.ets.org.

September 21 – November 9, 2006 Th 6 p.m.-9 p.m.
LOCATION: Capital Gallery

September 23 – October 28, 2006 Sa 9 a.m.-3 p.m.
LOCATION: Capital Gallery



TOEFL Preparation

ESOL7703E Tuition: \$355 2 Credits

Strengthen your knowledge of the English language and familiarize yourself with the format and type of questions that are found on the Test of English as a Foreign Language (TOEFL), which all foreign students must pass to be admitted to American colleges and universities.

Students are taught general strategies for test taking, and in particular they learn about the subject content and practice with all parts of the TOEFL test. Samples of all possible types of questions on each specific skill tested on the exam are presented. Each type of question is analyzed and explained, and approaches on how to best answer specific questions are discussed. Discussion is followed by intensive practice. Concerning the language, the primary focus is a review of advanced grammar, expansion of vocabulary and listening comprehension exercises. Timed practice tests enable the participants to identify their own problem areas for further practice and study. The course lasts 11 weeks for a total of 33 hours.

September 23 – December 16, 2006 Sa 9 a.m.-noon
LOCATION: Capital Gallery

TEXTBOOKS

*For all your book information
and ordering, visit
www.grad.usda.gov/books
or call (800) 466-1365.*

GENERAL INFORMATION

www.grad.usda.gov/evening

HELPFUL GRADUATE SCHOOL CONTACT INFORMATION

Registrar's Office and Customer Service Center

(202) 314-3320 or
(888) 744-4723

customerservicecenter@grad.usda.gov

registrar@grad.usda.gov

Certificate Counselor

(202) 314-3341 or

certificates@grad.usda.gov

ADA Requests

(202) 314-3320 or

TDD (202) 314-3619

Withdrawals and Refunds

(202) 314-3320 or

(888) 744-4723

registrar@grad.usda.gov

Registration Form

page 38

Fax for Registrar's Office and Customer Service Center

(202) 479-6843 or

(866) 329-4723

Registrar's Mailing Address

Graduate School, USDA

Registrar – Suite 120

600 Maryland Avenue SW

Washington, DC 20024-2520

Weather and Emergency Updates

(202) 314-3320

Evening Programs Staff Mailbox

evening@grad.usda.gov

Evening Programs Web site

www.grad.usda.gov/evening

POLICIES AND PROCEDURES

Registration

It is easy to register for evening and weekend courses at the Graduate School, USDA. You can select the method that's most convenient for you: online, phone, fax, mail or in person. We highly recommend registering at least two to three weeks in advance of the class start date to ensure that a space is open and that the class has not closed.

In order for you to become officially registered in a class, full payment must accompany your registration. The tuition fee is listed next to the individual course description in this catalog and on the Web site. Your payment covers the tuition fee for the course and does not include any required textbooks or materials. All students must be in good financial standing with the Graduate School to register for courses.

The School accepts payments in the form of cash, checks and money orders (made payable to the "Graduate School, USDA" in U.S. currency), Visa, MasterCard, American Express and Diners Club. We also accept authorized agency purchase orders or training forms (SF-182s and DD-1556s).

No student can attend any course that they have not officially registered and paid for in advance.

Five Easy Ways to Register



Go to our Web site at www.grad.usda.gov and click on “Course Catalog/Register” to search for a course by title, course code or keyword. Select the course and dates you want to attend and then click “To Register.”



Call our Customer Service Center at (202) 314-3320 or toll-free at (888) 744-GRAD and have your credit card ready.



Fax your approved completed training authorization or course registration form to (866) FAX-GRAD or (202) 479-6843.



Send your completed, signed and approved training authorization and your course registration form to Graduate School, USDA Registrar – Suite 120, 600 Maryland Avenue SW, Washington, DC 20024-2520.



Visit our registration desk at: 600 Maryland Ave, S.W., Suite 120, between 7:30 a.m. and 7 p.m., Monday through Friday.

Register Early!
Classes fill quickly.

Admissions and Course Selection

The Graduate School has an open enrollment admissions policy and does not require an admissions application or fee. Our classes are open to anyone 18 years of age or older.

Participants may select and enroll in any course they choose provided they meet any course prerequisites. Specific course prerequisites are listed in the course description in this catalog and are also available on our Web site. Students who are not sure whether they satisfy the course prerequisites are encouraged to contact us at (202) 314-3320 or evening@grad.usda.gov.

Employer-Sponsored Training

Federal agencies and other employers often sponsor employees and pay for work-related training provided by the Graduate School. It is the student's responsibility to make these arrangements with their supervisors, training personnel or other authorizing officials before registering. A completed, approved and signed agency authorization form must accompany your registration form. As classes fill quickly, please ensure that you have allotted sufficient time for processing (based on your agency's administrative procedures).

Persons who are sponsored by their agency or employer must register by mail, in person or by fax. A training authorization (SF-182, DD-1556 or similar form) or purchase order (in duplicate), completed, approved and signed by appropriate officials, must be submitted along with a Graduate School registration form in order for registration to be complete. The authorization must include a document number, accounting classification number, purchase order number, complete billing information (billing address and purchase order number) and the signature of authorizing official(s), and should specify the amounts authorized for tuition and books (estimate an average of \$150).

Duplicate faxes may result in double billing. Please fax your form only once.

For students whose employers will reimburse for tuition after their course has been successfully completed, the Graduate School provides grade reports mailed to the students contact address after the course is over. Be sure to have your current address on file with the School to receive your grade report in a timely manner.

International Students

International students who are at least 18 years old are welcome to enroll in any evening and weekend course. Please note that the Graduate School, USDA does not issue I-20 forms to international students.

Course Accessibility and ADA Requests

The Graduate School makes every practical effort to ensure that our programs are accessible to physically challenged students and students with special needs. You must be officially enrolled in a course to initiate an ADA request with us. After registering, please contact the Registrar's Office at (202) 314-3320 at least four weeks before the course begins to discuss your specific needs and arrangements. You may also submit ADA requirements online at the registration page for your course. We can arrange for readers or interpreters for students who are visually or hearing impaired, provided we receive adequate notice. There is no guarantee we can provide accommodations for late requests.

Confirmation of Registration

Receipt of your paid registration will be acknowledged by mail or e-mail within five business days. You must be officially registered to attend any class at the Graduate School, USDA. Rosters are checked at the first class meeting and no one can sit in on any class without being officially registered.

Tax-Deductible Expenses

Educational expenses may be tax-deductible. To determine eligibility, refer to IRS publication number 508 titled "Educational Expenses." The Graduate School, USDA's Federal ID number is 53-0196561.

Graduate School courses are eligible for lifetime learning credits. For more information on the Lifetime Learning Credit, visit www.irs.gov and search for Notice 97-60.

Confirmed Classes

Classes are confirmed when they reach their minimum enrollment level. You will be sent a letter upon class confirmation. Class confirmations are also listed on our Web site (the "Guaranteed to Go" logo indicates confirmation).

Closed Classes

Classes are closed when the class registrations reach the maximum enrollment level. *We encourage you to register at least two to three weeks prior to the term start as our classes often close early due to heavy registration levels.*

All classes at the Capital Gallery location will close one hour before their start time.

All classes at other off-site locations will close the evening prior to their start date.

Standby Lists

As a courtesy to participants, we maintain a free standby list once a class is closed. If the class you wish to register for is listed as "closed," you can request to be placed on the standby list online or by calling (888) 744-GRAD. You will be notified if a space opens up or if an additional class is scheduled. Open spaces will be filled on a first-come, first-serve, space-available basis.

Cancelled Classes

The Graduate School reserves the right to cancel classes as necessary. Classes are cancelled whenever enrollment does not meet our minimum level to run a class. The School tries to make cancellation decisions early enough to maximize options for our students, usually no later than five business days before the class is scheduled to begin.

Current information regarding class cancellations can be found on our Web site or by calling (888) 744-GRAD.

When classes are cancelled, participants are notified by the mail, telephone or e-mail information provided at registration.

Students can elect to receive a full refund or to transfer their enrollment to another class (adjusting for any tuition differences).

If a class is cancelled by the Graduate School, any prepaid tuition or paperwork is retained until the participant or employer instructs the School to either: (1) transfer the money or paperwork toward tuition for that individual towards another open course that term; or (2) refund the money or return the paperwork. Call the Registrar's Office at (202) 314-3320 if you have any questions or need assistance.

Location and Security Considerations

Our class locations are listed in the individual course descriptions and are subject to change (see Classroom Building Locations in the back of this catalog). Participants attending classes scheduled in the South Agriculture Building location must pass through a security entrance and must show official photo identification to be admitted to these buildings. Federal security procedures require us to close registration for classes in these locations one business day prior to the start of class. We recommend that you register for a class at least two to three weeks before the class begins to assure availability, but at least two workdays before the scheduled start date of the class in the event it is scheduled in a federal building.

NOTE: Due to security considerations, sharp objects and weapons are prohibited in all of our classroom locations.

All class locations are subject to change. Updates on locations will be posted on our Web site.

OFFICIAL CLASS POLICIES

Class Holidays

The Graduate School follows the federal holiday schedule during term schedule of class meetings. No classes meet on federal holidays.

Visit www.grad.usda/calendar for current holiday-related closings.

Inclement Weather and Emergency Closures

The Graduate School follows the policies of the federal government for evaluating inclement weather and other emergencies for possible class closures. In the case of a potential weather or other emergency-related event, the most current source of class closure information is at www.grad.usda.gov or call (202) 314-3320 for a taped announcement.



You may also listen for delays and closings on the WTOP Radio Network: 107.7 FM, 1500 AM, 820 AM and on the Web at WTOPNEWS.com. The WTOP Winter Storm Watch is broadcast at approximately :04 and :31 after each hour.

Withdrawing with a Refund

Students must contact the Graduate school Registrar's Office directly to initiate any withdrawal with refund process.

Official refund deadlines for all courses are:

- 100% refund prior to the start of the first class
- 90% refund prior to the start of the second class
- 80% refund prior to the start of the third class

No refunds after the start of the third class session.

Nonattendance does not imply that you have been withdrawn from a class. It is the student's responsibility to contact the Registrar's Office by phone or e-mail to request any refund. Please allow up to 30 days to receive your refund.

Transferring Classes

You may transfer from one course to another only within that same term and only through the second week of class, provided space is available. Please contact the Registrar's Office/Customer Service Center if you are interested in transferring courses.

Withdrawing after the Refund Deadline

You may request to officially withdraw without refund from a class after the refund deadline by contacting the Registrar's Office/Customer Service Center. For credit courses, academic withdrawals are accepted up until the seventh week of class. Students will receive a "W" as their final course grade and receive no class credit.

Nonattendance does not constitute a withdrawal, nor does reporting intention to withdraw to the instructor. Students must contact the Registrar's Office/Customer Service Center to be officially withdrawn.

Course Levels

The first numeric character in the course code number designates the course level.

The course levels are:

0001-0999	Enrichment and non-credit
1000-1999	Freshman-level undergraduate
2000-2999	Sophomore-level undergraduate
3000-3999	Junior-level undergraduate
4000-4999	Senior-level undergraduate
5000-5999	Graduate-level
6000-6999	Expert-level
7000-7999	Introductory short courses, workshops, specially arranged courses
8000-8999	Intermediate short courses, workshops, specially arranged courses
9000-9999	Advanced short courses, workshops, specially arranged courses

Credits/Audits

Students enrolling in credit courses can select either credit or audit status. Students who choose to audit a course pay full tuition and retain the full privileges of class participation; however, the permanent record reflects audit rather than a letter grade and credit hours are not earned. Changes of credit/audit status may be made up until the seventh class meets.

CEUs

A CEU is a continuing education unit. CEUs provide a nationally recognized permanent record of your lifelong learning experiences. In addition, the CEUs you earn in our courses may be used to satisfy some of the requirements for our certificate programs. You receive one CEU for every 10 hours of participation in our courses.

Course Grading and Policies

Instructors provide a course syllabus for students at the first class meeting and the individual course grading system is outlined there for credit courses. These course policies will mediate all course disputes.

Courses typically involve some combination of quizzes, homework, tests, and projects. *NOTE: Some courses require field trips.*

Final Grades

Final grade reports are sent to each student who completes a course. Reports are sent to the student address on file; students must make sure to update their contact information as necessary. Contact the Registrar's Office/Customer Service Center if you do not receive your grade report. The following grading system is used:

A	Excellent (90-100)
B	Good (80-89)
C	Passing (70-79)
D	Unsatisfactory (60-69)
F	Failure (Below 60)
COMP	Completed
I	Incomplete
NC	No Credit Earned
Y	Unofficial Withdrawal
W	Official Withdrawal

Note: A grade of "D" is not passing.

Incompletes

Incompletes are only given in extenuating circumstances occurring in the last three weeks of a course. Students must contact the instructor to inquire about receiving an "incomplete" grade. Incompletes are given at the discretion of the instructor. *Students receiving an "Incomplete" must complete all required coursework by the end of the next term; otherwise, a grade of "F" will be entered on the course record.*

TRANSCRIPTS AND CREDIT

Copies of Transcripts

The Office of the Registrar maintains an official record for each student. All information is held in confidence and released only in accordance with the Family Rights and Privacy Act of 1974, as amended in 1995. To obtain a copy of your transcript, please make your request in writing to:

Office of the Registrar
Graduate School, USDA
600 Maryland Avenue SW
Suite 120
Washington, DC 20024-2520

Transcripts cost \$5 each. Payment should be in the form of personal check, money order, Visa, MasterCard, American Express, Diners Club or cashier's check. Please allow two weeks for processing. Transcripts will not be released to students who have outstanding financial obligations to the School.

ACE Reviewed Courses

The Graduate School offers a dynamic continuing education program for working adults. Courses offering credit may be of standard graduate or undergraduate quality. While the Graduate School does not grant degrees and has never sought that accreditation, some of our credit courses will transfer to other college and university degree programs.

Graduate School courses designated as receiving college credit recommendations by the American Council on Education (ACE) College Credit Recommendation Service are noted in our course descriptions. These courses are designated in this catalog and on the Web site as "ACE Reviewed."

ACE College Credit Recommendation Service evaluates and makes credit recommendations for formal educational programs and courses sponsored by noncollegiate organizations that are nondegree granting. The credit recommendations are intended to guide colleges and universities as they consider awarding credit for successfully completed noncollegiate-sponsored instruction.

Applying Credits to Degree Programs

Many of our ACE-reviewed courses are transferable into degree programs at colleges and universities locally and throughout the country. Students interested in transferring Graduate School credits must contact the degree-granting institution directly about transferring Graduate School courses.

Additionally, credits earned in specific certificate program courses are accepted as coursework toward an undergraduate degree at the following schools: Georgetown University, Johns Hopkins University, Mountain State University, Northern Virginia Community College, Salem International University, Southeastern University, Strayer University, Thomas Edison State College, Troy University, and the University of the District of Columbia.

Visit www.grad.usda.gov/partners for more information.

Certificate Programs

The Graduate School offers a number of certificate programs to allow students to achieve greater competence in an area of career or personal enrichment interest. A certificate program is a series of courses specially designed to enable its participants to master a particular area in able to advance professionally or personally. Certificates are typically composed of a number of core requirements and elective courses. Visit www.grad.usda.gov/certificates for a list of these certificate programs and their requirements. The School has a certificates counselor to assist certificate students. Please e-mail certificates@grad.usda.gov with any inquiries you may have.

TEXTBOOKS AND MATERIALS

Most of the evening and weekend courses require textbooks, and any material listed as required is integral to your performance in a class. Classes listing optional materials often incorporate these materials in different ways and so students may want to consult their class syllabus prior to purchasing any materials listed as optional.

The Graduate School, USDA partners with Specialty Books, Inc. to provide participants with access to textbooks and other materials for our courses. The School recommends that students purchase their textbooks in a timely manner but only after a course is confirmed to run. The online bookstore for the Fall term will open on August 21st.

Students can look up official texts by the course code or title at www.grad.usda.gov/books or by calling Specialty Books, Inc. at (800) 466-1365.

To Order Textbooks

ONLINE - www.grad.usda.gov/books. Click on "Purchase Evening and Weekend Programs Textbooks." Select the subject area and course to see the list of materials for that course. Just click on the Buy button next to the desired textbook(s) for your course and then follow the directions to checkout.

BY PHONE - Call Specialty Books, Inc. at (800) 466-1365 (toll-free) 7 a.m.–11 p.m. EST Monday – Friday and 8 a.m.–2 p.m. EST Saturdays.

BY FAX - Fax in an order form to Specialty Books, Inc. at (800) 466-7132.

BY MAIL - Mail an order form to Specialty Books, Inc., 6000 Poston Road, Athens, OH 45701-9051.

Payment must accompany your order and Specialty Books, Inc. accepts personal checks, money orders, major credit cards (American Express, Visa, MasterCard and Discover), wire transfers and debit cards. Participants using an agency purchase order to pay for their books must call (202) 314-3341 for further information on how they will receive their textbook(s).

Book Buybacks

Specialty Books, Inc also offers evening and weekend participants a buyback program at the end of each term. To sell back your textbook, call the Specialty Books Buyback line at (800) 563-9034, Option 3, or send an e-mail to buyback@specialty-books.com. You can also visit their buyback Web site at www.specialty-books.com/buyback. No matter which contact method you select, you'll need to provide the ISBN found on the back of the book, the author and book title. Inform them that you are a student at the Graduate School, USDA and provide your course code (e.g., ECON1311E). Specialty Books will let you know how much you will receive for the book and provide a return authorization number and form to you. Specialty Books typically pays 40% of the current new book price for books still in use at the Graduate School, USDA. For all other books, the buyback value will be determined by national wholesalers and will depend on several factors, the most significant being the national demand for a particular title. Contact Specialty Books for further details.

An Equal Opportunity Provider: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact the Registrar of the Graduate School, USDA at (888) 744-4723 (voice) and TDD (202) 314-3619.

To Register:**By phone:** (202) 314-3320 or (888) 744-GRAD**By fax:** (202) 479-6843 or (866) FAX-GRAD**By mail or walk-in:**

Registrar's Office, Suite 120

600 Maryland Avenue SW

Washington, DC 20024-2520

Online: www.grad.usda.gov**Training Authorization**

Fax registration form and signed training form, billing authorization or purchase order. Follow up with original and one copy of these forms.

Registration Confirmation

Receipt of your registration will be acknowledged within five business days.

COURSE REGISTRATION FORM

Last Name	First Name	Middle Initial	Social Security Number	Title
Other Name Previously Enrolled under (e.g. maiden name)			Date of Birth (month/day/year)	
Preferred Address	City	State	Zip Code	
Daytime Phone	Home Phone	Fax Number		
()	()	()		
E-mail Address		Employer/Job Title		

CLASS ENROLLMENT

Course #	Course Title	Start Date	Location	Check One	Tuition	Amount Due
				<input type="checkbox"/> CREDIT		
				<input type="checkbox"/> AUDIT		
Course #	Course Title	Start Date	Location	Check One	Tuition	Amount Due
				<input type="checkbox"/> CREDIT		
				<input type="checkbox"/> AUDIT		

METHOD OF PAYMENT

Please check one: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ American Express ☐ Diners Club

For credit card payment:

Card Number	Expiration Date
Cardholder's Name	Cardholder's Signature

For check payment:

Driver's License Number

How did you first hear about this course?

<input type="checkbox"/> Printed catalog	<input type="checkbox"/> Friend/Colleague	<input type="checkbox"/> Training Officer	<input type="checkbox"/> Conference	<input type="checkbox"/> Another Web site
<input type="checkbox"/> E-mail	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Brochure	<input type="checkbox"/> Graduate School Web site	<input type="checkbox"/> Other _____

COURSE MATERIALS ORDER FORM

SHIP BOOKS TO:

Name:

Address:

Please provide a street address for UPS delivery. P.O. Box orders will ship by regular mail only.

City

State

Zip Code

Daytime Phone

Home Phone

()

()

School Name:

BOOK & SHIPPING SELECTION

Course #	ISBN	Book Title	Author	Quantity	Price

Shipping Cost:

☐ \$6.00
UPS Ground

☐ \$24.00
UPS Next Day Air

☐ Quoted rate upon
order for USPS
Express Mail

☐ \$12.00
UPS 2nd Day Air

☐ \$12.00
USPS Priority Mail

Subtotal: _____

Shipping: _____

Choose from options at left

Ohio Residents add
7.25% sales tax: _____

Total: _____

METHOD OF PAYMENT

Please check one:

☐ Check/Money Order enclosed
Payable to Specialty Books

☐ Visa

☐ MasterCard

☐ Discover

☐ American Express

For credit card payment:

Card Number

Expiration Date

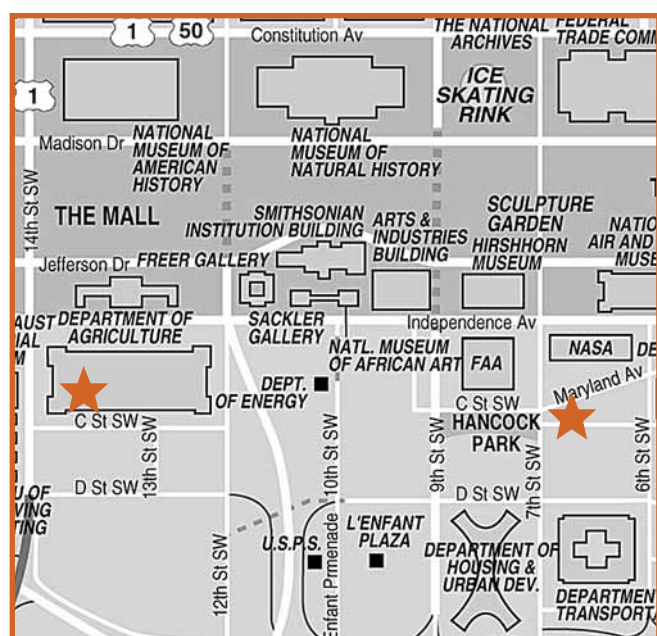
Name on Card

Signature

CLASSROOM BUILDING LOCATIONS

Session locations are subject to change. The final location will be posted on the Graduate School Web site.

www.grad.usda.gov/locations




★ 1. Capital Gallery

★ 2. South Agriculture Building

Capital Gallery

600 Maryland Avenue SW
Washington, DC 20024-2520

 L'Enfant Plaza Metro Station
Exit 7th Street and Maryland Avenue

Street parking

Hidden Oaks Nature Center

4020 Hummer Road
Annandale, VA 22003-2403

Free parking

National Museum of Natural History

10th Street and Constitution Avenue NW
Washington, DC 20560

 Smithsonian Metro Station, Mall Exit

Rust Nature Sanctuary

802 Children's Center Road
Leesburg, VA 20175

Free parking

South Agriculture Building

U.S. Department of Agriculture


14th Street and Independence Avenue SW
Washington, DC 20250

 Smithsonian Metro Stop, Independence Avenue exit (Building entrance: Independence Avenue 4th Wing)

Pay parking lot, 12th and C streets

University of Maryland

Plant Sciences Building, Room 1161
College Park, MD 20742

 College Park Metro Stop
(Building behind Hornbake Library near the corner of Regents and Campus drives)

Call (301) 405-3924 for directions.

Free parking garage

Woodend Sanctuary

8940 Jones Mill Road
Chevy Chase, MD 20815

Free parking

INDEX

A

A+ operating system
 A+ Core Hardware, 19
 A+ Operating Systems, 19
 Certificate of Accomplishment in A+ Certification, 20
Accessibility policies, 34, 37
Accounting
 Certificate of Accomplishment in Accounting, 2
 Financial Accounting for Business Students, 2
 Intermediate Accounting I, 2
 Introduction to Accounting, 2
 Legal Ethics/Law Office Systems, 29
 Principles of Accounting I, 2
 Principles of Accounting II, 2
 Quicken 2006, 2
ACE-reviewed courses, 36
Acrobat (Adobe), 20
ADA requests, 32, 34
Admissions, 33
Adobe
 Adobe Acrobat 7.0: Introduction, 20
 Adobe InDesign CS: Introduction, 20
 Adobe Photoshop CS: Intermediate, 20
 Adobe Photoshop CS: Introduction, 20

Algebra, 24
American Council on Education (ACE)
 College Credit Recommendation Service, 36
Arabic
 Intensive Arabic I, 7
 Intermediate Arabic I, 7
 Intermediate Arabic III, 7
 Introductory Arabic I, 6
 Introductory Arabic II, 6
 Introductory Arabic III, 7
 Introductory Arabic IV, 7
Audit status, 35

B

Birds, 26
Book buybacks, 37
Brazilian Portuguese. *See* Portuguese (Brazilian)
Business and management, 2–4. *See also* Accounting; Human resources management
 Administrative Procedure, 4
 Establishing and Operating a Small Business, 4
 Legal Ethics/Law Office Systems, 29
 Personal Finances: Asset Accumulation and Management, 3
 Project Management, 4
Business law, 28

C

Calculus, 24
Cancellation of classes, 34
Certificate of accomplishment
 in A+ Certification, 20
 in Accounting, 2
 in Editorial Practices, 5
 in Horticulture, 26
 in Personnel Administration, 3
Certificate programs, 37
 A+ Certification, 20
 counselor for, 32
 credits from, 36
 Microsoft Certified Desktop Support Technician (MCDST), 23
CEUs, 36
Chinese (Mandarin)
 Intermediate Chinese I, 9
 Introductory Chinese I, 7
 Introductory Chinese II, 7
 Introductory Chinese III, 7
Class(es). *See* Course(s)/Class(es)
Classroom locations, 34–35, 40
Closing of classes, 34
Communication skills. *See also* Editing; Writing
 Communication, 5
 in English as a second language, 9
 Public Speaking, 4

CompTIA
 A+ Core Hardware, 19
 A+ Operating Systems, 19
 Certificate of Accomplishment in A+ Certification, 20
 Security+ - Computer and Information Security, 19
 Computer literacy. *See also* Information technology
 Introduction to Computer Programming Using Structured Problem Solving, 19
 Introduction to Information Systems, 19
 Computer security, 19
 Confirmation
 of classes, 34
 of registration, 34, 38
 Congress, 30
 Contact information, 32
 Continuing education units (CEUs), 36
 Conversational language courses,
 definition, 8. *See also specific language*
 Course(s)/Class(es)
 ACE-reviewed, 36
 cancellation of, 34
 closing of, 34
 confirmation of, 34
 grading, 36
 holidays, 35
 levels, 35
 materials, 37
 policies specific to, 36

prerequisites, 33
 registration, 32–33, 34, 38
 form, 38
 security issues, 34–35
 selection of, 33
 transferring, 35
 withdrawal from, 32, 35
 Credit/audit status, 35
 Credits, 36
 tax (Lifetime Learning), 34

D

Degree programs, applying credits to, 36
 Development, sustainable, 30
 Dreamweaver MX 2004 (Macromedia), 22

E

Ecology
 Eastern Forest Ecosystems, 27
 Estuarine Ecosystems, 27
 Introduction to Ecology, 28
 Economics, 29–30
 Environmental and Natural Resource Economics, 29
 Mathematics for Economists I, 24
 Principles of Economics I: Macroeconomics, 29
 Principles of Economics II: Microeconomics, 30

Editing, 4–5
 Certificate of Accomplishment in Editorial Practices, 5
 Practice in Editing, 4
 Proofreading, 4
 Emergency closures, 32, 35
 Employer-sponsored training, 33
 authorization for, 32, 33, 38
 English, 5. *See also* Writing
 English as a Second Language
 Advanced English Conversation, 9
 English as a Second Language: Communication Skills II, 9
 English as a Second Language: Communication Skills III, 9
 English as a Second Language: Communication Skills IV, 9
 English as a Second Language: Communication Skills V, 9
 Environmental studies. *See also* Natural sciences
 Environmental and Natural Resource Economics, 29
 Environmental Policy and Politics, 25
 Land-Use Principles, 28
 Sustainable Development, 30
 Equal opportunity policy, 37
 Estuarine ecosystems, 27
 Excel 2003 (Microsoft), 22
 Expenses. *See also* Tuition
 tax-deductible, 34

F

Federal buildings, security requirements for, 34

Final grades, 36

Financial management. *See also* Accounting

Financial Accounting for Business Students, 2

Personal Finances: Asset Accumulation and Management, 3

Foreign languages, 6–17. *See specific language for courses*

Arabic, 6–7

Chinese (Mandarin), 7, 9

conversational level, 8

English as a Second Language, 9

French, 9–10

German, 11

Greek (Modern), 11

Hindi, 12

introductory level, 8

Italian, 12

Japanese, 12

Korean, 13

levels of instruction, guide to, 8

Portuguese (Brazilian), 13

Russian, 13–14

Spanish, 15–17

Turkish, 17

Forest ecosystems, 27

French

Advanced French I, 10

Conversational French I, 9

Conversational French II, 10

Conversational French III, 10

French Review Level I, 10

French Review Level II, 10

Intermediate French I, 10

Intermediate French II, 10

G

German

German for Reading Knowledge I, 11

German Review Level I, 11

Intermediate German I, 11

Introductory German I, 11

Introductory German II, 11

GMAT preparation, 31

Government

federal, human resources management for, 3

training sponsored by, authorization for, 32, 33, 38

writing for, 6

Government buildings, security requirements for, 34

Grades and grading, 36

Graduate School. *See also* Policies and procedures

classroom building locations, 40

contact information, 32

general information, 32–37

Grant writing, 5

GRE preparation, 31

Greek (Modern)

Introductory Greek I, 11

H

Hindi

Introductory Hindi I, 12

Holidays, 35

Horticulture and landscape design, 25–26

BayScapes – Gardening and Landscaping to Save the Bay, 25

Certificate of Accomplishment in Horticulture, 26

Landscape Plants of Fall, 25

Perennials for Fall, 25

Principles of Horticulture, 25

Principles of Landscape Design I, 26

HTML

HTML Programming: Intermediate, 21

HTML Programming: Introduction, 20

Human resources, 3

- Certificate of Accomplishment in Personnel Administration, 3
- Developmental Internship (Supervised Application), 3
- Employee Relations, 3
- Federal Human Resources Management, 3

I

Immigration law, 28

Inclement weather, 32, 35

“Incomplete” grade, 36

InDesign (Adobe), 20

Information architecture, 22

Information security, 19

Information systems, 19

Information technology, 19–23. *See also*

- Internet
- A+ Core Hardware, 19
- A+ Operating Systems, 19
- Adobe Acrobat 7.0: Introduction, 20
- Adobe InDesign CS: Introduction, 20
- Adobe Photoshop CS: Intermediate, 20
- Adobe Photoshop CS: Introduction, 20
- Certificate of Accomplishment in A+ Certification, 20
- Introduction to Computer Programming Using Structured Problem Solving, 19
- Introduction to Information Systems, 19

Macromedia Dreamweaver MX 2004: Advanced, 22

Macromedia Dreamweaver MX 2004: Introduction, 22

Managing and Maintaining a Microsoft Windows Server 2003 Environment, 23

Microsoft Certified Desktop Support Technician (MCDST), 23

Microsoft Excel 2003: Introduction, 22

Microsoft Project 2003, 23

Security+ – Computer and Information Security, 19

International students, 33

Internet, 20–22

- Creating a Podcast, 22
- HTML Programming: Intermediate, 21
- HTML Programming: Introduction, 20
- Information Architecture, 22
- Java Programming Language: Introduction, 21
- JavaScript for New Programmers, 21
- XML: Introduction, 22

Internship, in human resources management, 3

Introductory language courses, 8. *See also specific language*

Italian

- Conversational Italian I, 12
- Conversational Italian II, 12
- Conversational Italian III, 12

J

Japanese

- Intermediate Japanese I, 12
- Introductory Japanese I, 12
- Introductory Japanese II, 12

Java

- Java Programming Language: Introduction, 21
- JavaScript for New Programmers, 21

K

Korean

- Conversational Korean, 13

L

Land use, 28

Landscape design. *See* Horticulture and landscape design

Law. *See* Paralegal studies *for specific courses*

- business, 28
- immigration, 28

Law office systems, 29

Legal analysis and reasoning, 29

Legal ethics, 29

Legal research, 29

Lifetime Learning Credit, 34

Literature, American nature, 26

Locations, classroom, 34, 40

LSAT preparation, 31

M

Macroeconomics, 29

Macromedia

Macromedia Dreamweaver MX 2004:
Advanced, 22

Macromedia Dreamweaver MX 2004:
Introduction, 22

Management

Administrative Procedure, 4

Establishing and Operating a Small
Business, 4

financial (*See* Financial management)

human resources (*See* Human
resources management)

Legal Ethics/Law Office Systems, 29

Project management, 4

Mandarin. *See* Chinese (Mandarin)

Marketing, writing for, 6

Mathematics

Basic Technical Mathematics (Pre-
Calculus Algebra), 24

Calculus I, 24

Mathematics for Economists I, 24

Pre-Calculus, 24

Microeconomics, 30

Microsoft Certified Desktop Support
Technician (MCDST), 23

Microsoft Office

Microsoft Excel 2003: Introduction,
22

Microsoft Project 2003, 23

Microsoft operating systems

Managing and Maintaining a
Microsoft Windows Server 2003
Environment, 23

Microsoft Certified Desktop Support
Technician (MCDST), 23

Microsoft Windows 2003, 23

N

Natural history field studies, 26–28

American Nature Literature, 26

Bird Life, 26

Birds of Prey, 26

Eastern Forest Ecosystems, 27

Estuarine Ecosystems, 27

Fall Woody Plant Identification, 27

Introduction to Ecology, 28

Land-Use Principles, 28

Natural resource economics, 29

Natural sciences, 25–28. *See also*
Natural history field studies

BayScapes - Gardening and
Landscaping to Save the Bay, 25

Certificate of Accomplishment in
Horticulture, 26

Environmental and Natural Resource
Economics, 29

Environmental Policy and Politics, 25

Landscape Plants of Fall, 25

Perennials for Fall, 25

Principles of Horticulture, 25

Principles of Landscape Design I, 26

Sustainable Development, 30

O

Office administration. *See also* Business
and management

Administrative Procedure, 4

Legal Ethics/Law Office Systems, 29

Operating systems

A+ Operating Systems, 19

Managing and Maintaining a
Microsoft Windows Server 2003
Environment, 23

Microsoft Certified Desktop Support
Technician (MCDST), 23

P

Paralegal studies, 28–29

Business Law I, 28

Immigration Law, 28

Introduction to Law for Paralegals, 28

Introduction to Legal Analysis and
Reasoning, 29

Legal Ethics/Law Office Systems, 29

Legal Research I, 29

Payment, 32

Personal financial planning, 3

Personnel administration. *See also*
Human resources management

Certificate of Accomplishment in, 3

Persons with disabilities, 34, 37

ADA requests, 32, 34

- Photography
 - Introduction to Digital Photography, 18
 - Introduction to Photography, 18
 - Photoshop (Adobe), 20
 - Plant identification, 27. *See also*
 - Horticulture and landscape design
 - Podcast, creating, 22
 - Policies and procedures, 32–36
 - accessibility and ADA requests, 32, 34, 37
 - admissions, 33
 - class cancellation, 34
 - class closure, 34
 - class confirmation, 34
 - classroom locations, 34, 40
 - contact information, 32
 - course levels, 35
 - course selection, 33
 - within courses, 36
 - credit/audit status, 35
 - credits, 36
 - emergency closures, 32, 35
 - employer-sponsored training, 32, 33, 38
 - grading and grades, 36
 - holidays, 35
 - inclement weather, 32, 35
 - international students, 33
 - refunds, 32, 34, 35
 - registration, 32–33, 34
 - form, 38
 - security, 34–35
 - standby lists, 34
 - transcripts, 36
 - transferring classes/courses, 35
 - withdrawals, 32, 35
 - Political science
 - Environmental Policy and Politics, 25
 - Sustainable Development, 30
 - Technology Transfer: Issues and Processes, 30
 - Understanding Congress, 30
 - Portuguese (Brazilian)
 - Intermediate Portuguese I, 13
 - Introductory Portuguese I, 13
 - Introductory Portuguese II, 13
 - Introductory Portuguese III, 13
 - Pre-calculus, 24
 - Project 2003 (Microsoft), 23
 - Project management
 - Microsoft Project 2003, 23
 - Project Management, 4
 - Proofreading, 4
 - Public relations, writing for, 6
 - Public speaking, 4
- Q**
- Quicken 2006, 2
- R**
- Refund
 - after class cancellation, 34
 - contact information, 32
 - withdrawing with, 35
 - Registration, 32–33, 38
 - confirmation of, 34, 38
 - form, 38
 - Russian
 - Contemporary Russian, 14
 - Intermediate Russian I, 14
 - Introductory Russian I, 13
 - Introductory Russian II, 13
 - Introductory Russian III, 14
- S**
- Screenwriting, 6
 - Security
 - classroom/building policies, 34–35
 - computer and information, 19
 - Security+, 19
 - Small business management, 4

Social sciences, 29–30. *See also*
Economics; Political science

South Agriculture Building, security
requirements for, 34

Spanish, 15–17

Advanced Spanish Grammar, 17

Advanced Spanish I, 16

Advanced Spanish II, 16

Conversaciones en Español, 17

Conversational Spanish I, 15

Conversational Spanish II, 15

Conversational Spanish III, 15

Conversational Spanish IV, 15

Intensive Spanish I, 15

Intermediate Spanish I, 16

Intermediate Spanish II, 16

Introductory Spanish I, 15

Introductory Spanish II, 16

Introductory Spanish III, 16

Spanish Review Level I, 17

Spanish Review Level II, 17

Speciality Books, Inc., 37

Standby lists, 34

Statistics

Introductory Statistics I, 24

Introductory Statistics II, 24

Sustainable development, 30

T

Tax credit, 34

Technical writing, 6

Technology transfer, 30

Test preparation

GMAT Preparation, 31

GRE Preparation, 31

LSAT Preparation, 31

TOEFL Preparation, 31

Textbooks, 37

TOEFL preparation, 31

Training authorization, 32, 33, 38

Transcripts, 36

Transfer

of classes/courses, 35

of credits, 36

Tuition

fees, 32

refunds, 32, 34, 35

reimbursement, 33

tax credit, 34

Turkish

Conversational Turkish I, 17

W

Weather, inclement, 32, 35

Windows 2003 (Microsoft), 23

Withdrawal, 32, 35

Writing, 5–6

Essential Writing, 5

Grant Writing, 5

Practical Writing I, 5

Practical Writing II, 5

Screenwriting, 6

Technical Writing, 6

Writing for Public Relations and
Marketing, 6

Writing Plain Language for the
Government, 6

WTOP, 35

X

XML, 22

To Register:**By phone:** (202) 314-3320 or (888) 744-GRAD**By fax:** (202) 479-6843 or (866) FAX-GRAD**By mail or walk-in:**

Registrar's Office, Suite 120

600 Maryland Avenue SW

Washington, DC 20024-2520

Online: www.grad.usda.gov**Training Authorization**

Fax registration form and signed training form, billing authorization or purchase order. Follow up with original and one copy of these forms.

Registration Confirmation

Receipt of your registration will be acknowledged within five business days.

COURSE REGISTRATION FORM

Last Name	First Name	Middle Initial	Social Security Number	Title
Other Name Previously Enrolled under (e.g. maiden name)			Date of Birth (month/day/year)	
Preferred Address	City	State	Zip Code	
Daytime Phone	Home Phone	Fax Number		
()	()	()		
E-mail Address		Employer/Job Title		

CLASS ENROLLMENT

Course #	Course Title	Start Date	Location	Check One	Tuition	Amount Due
				<input type="checkbox"/> CREDIT <input type="checkbox"/> AUDIT		
Course #	Course Title	Start Date	Location	Check One	Tuition	Amount Due
				<input type="checkbox"/> CREDIT <input type="checkbox"/> AUDIT		

METHOD OF PAYMENT

Please check one: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ American Express ☐ Diners Club

For credit card payment:

Card Number	Expiration Date
Cardholder's Name	Cardholder's Signature

For check payment:

Driver's License Number

How did you first hear about this course?

<input type="checkbox"/> Printed catalog	<input type="checkbox"/> Friend/Colleague	<input type="checkbox"/> Training Officer	<input type="checkbox"/> Conference	<input type="checkbox"/> Another Web site
<input type="checkbox"/> E-mail	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Brochure	<input type="checkbox"/> Graduate School Web site	<input type="checkbox"/> Other _____

Not adding up? Let us give you a hand.

Financial Accounting for Business Students

Introduction to Accounting

Intermediate Accounting

Principles of Accounting I and II

Quicken 2006

**Visit www.grad.usda.gov/certificates for information
on our Certificate of Accomplishment in Accounting.
See page 2 for accounting courses.**



New this fall at the Graduate School, USDA



English as a Second Language



**Build on your existing knowledge
to communicate better in English.**



**See page 9
for details.**



**GS GRADUATE
SCHOOL** USDA

600 Maryland Avenue SW
Suite 270
Washington, DC 20024-2520

Change Service Requested

050C-06

Non-Profit
Organization
U.S. Postage
PAID
Permit Number 930
Richmond VA

See page 26 for Natural History Field Studies Courses.

